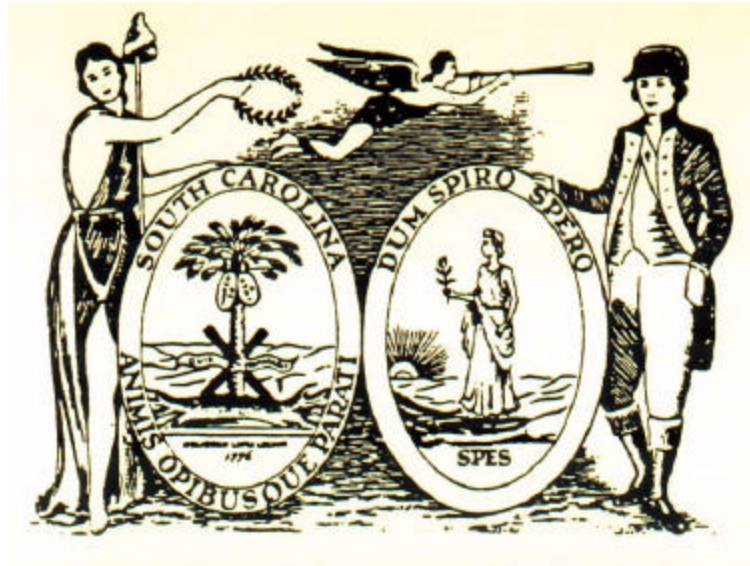


STATE VEHICLE MANAGEMENT REVIEW FY97



PRESENTED TO

THE SOUTH CAROLINA GENERAL ASSEMBLY

AND

THE STATE BUDGET AND CONTROL BOARD

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State Fleet Management

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EXECUTIVE SUMMARY

FY 97 was a year of continuing progress and refinement in the management of the State fleet. A number of ongoing projects, including the Optimum Fuel Management System - Pilot Program and the Alternative Fuel Vehicle (AFV) program, will ultimately lead to savings in future years. In the case of the Pilot Program, the end result will be an improved system involving the private sector in the management of State fuel distribution and greater accountability in the management of fuel. The AFV program will result in controlled compliance with federal mandates contained in the Energy Policy Act of 1992 (EPACT 92) at the least cost to the State. Additionally, the South Carolina Equipment Management Information System (SCEMIS) has continued to be refined and implemented. As this system continues to advance and grow, increased access to management information will be available to decision makers at all levels, and accountability for fleet assets will improve.

The following major recommendations are made in the main body of this Management Review:

SECTION I: ADMINISTRATION

Section I of this Review addresses two areas of administration. The first area involves the assignment of vehicles and employee commuting in state vehicles. The second area concerns complaints received involving the operation of State vehicles. Four recommendations are made in Section I.

Area: Assignment of Vehicles / Commuting

- (1) Recommendation: State agency heads should periodically review individual vehicle assignments to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor

Vehicle Management Act, and are promptly reported to State Fleet Management in accordance with established procedures.

- (2) Recommendation: State agencies should periodically reexamine the assignment of vehicles for the exclusive use of individuals and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicle.

Area: Vehicle Use Complaints

- (3) Recommendation: State agencies should regularly emphasize to their employees the importance of abiding by all laws and directives concerning unauthorized and unofficial use when driving State vehicles.
- (4) Recommendation: State agencies should fully investigate all alleged complaints received concerning their employees driving habits, and should take appropriate corrective action when warranted.

SECTION II: OPERATIONS

Section II of this review involves three areas, vehicle acquisition, vehicle operations and fleet safety. Two recommendations are made in each of the first two areas.

Area: Vehicle Acquisition

- (5) Recommendation: State agencies should review their fleet composition and should purchase replacement vehicles (when needed) having the lowest life-cycle costs, provided the vehicle can perform the job tasks required of it.

- (6) Recommendation: State agencies should continue to closely examine their optional vehicle equipment needs when ordering new vehicles. Only those optional equipment items necessary for the vehicle to perform its intended task should be ordered.

Area: Fleet Operations

- (7) Recommendation: State agencies should carefully review requests for confidential tags and exemptions from the seal identification requirement to ensure that such requests are justified and are in compliance with the Motor Vehicle Management Act.
- (8) Recommendation: State agencies should periodically examine the utilization of passenger carrying vehicles to determine if they meet established utilization criteria.

SECTION III: MAINTENANCE

Section III of this review deals with the area of fleet maintenance. Four recommendations are made in this area.

Area: Fleet Maintenance

- (9) Recommendation: State agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.
- (10) Recommendation: State agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance costs and control vehicle repairs.

- (11) Recommendation: State agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.
- (12) State agencies should immediately apply flat rate standards where possible, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

SECTION IV: CURRENT DEVELOPMENTS

Section IV of this review addresses current developments in the management of the State vehicle fleet. The two areas specifically addressed are the development of the South Carolina Equipment Management Information System (SCEMIS) and the alternative fuel vehicle acquisition requirements contained in Federal legislation. Additional recommendations are made in each of these areas.

Area: South Carolina Equipment Management Information System (SCEMIS)

- (13) Recommendation: State agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

Area: Alternative Fuel Vehicles

- (14) Recommendation: State agencies should closely examine the alternative fuel vehicle (AFV) acquisition requirements contained in EPAct92, and order the required number of AFVs in Model Year 1998.

Section IV also contains an explanation of the Optimum Fuel Management System Pilot Program and the improvements which are expected as a result of that program. Your attention is invited to this area.

HISTORY AND INTRODUCTION

The Budget and Control Board's (Board) Division of Motor Vehicle Management was created by Executive Order of the Governor in 1975. The State Fleet Manager was appointed to prepare, promulgate, monitor, and enforce motor vehicle management regulations approved by the Board, and to actively provide motor vehicle fleet management and technical assistance to all State agencies. In 1994, the Division was designated as a section of General Services and the name subsequently was changed to State Fleet Management (SFM).

The Division of Motor Vehicle Management was authorized by statute in Act 644 of 1978 (commonly referred to as the Motor Vehicle Management Act - Appendix A). This Act assigns the responsibility for developing and administering a comprehensive fleet management program to the Board and addresses the areas of vehicle acquisition, assignment, identification, replacement, disposal, maintenance, operation, and safety. The Act also cites six specific objectives for the Board to achieve through its policies and regulations. These objectives are:

- (1) To achieve maximum cost-effective management of State-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions;
- (2) To eliminate unofficial and unauthorized use of State vehicles;
- (3) To minimize individual assignment of State vehicles;
- (4) To eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of State vehicles;
- (5) To acquire motor vehicles offering optimum energy efficiency for the tasks to be performed;
- (6) And to ensure motor vehicles are operated in a safe manner in accordance with a Statewide Fleet Safety Program.

The Act requires the State Fleet manager and the State Motor Vehicle Management Council to report annually to the Budget and Control Board and the General Assembly concerning the performance of each State agency in achieving the major objectives of the Act. SFM takes several steps in preparation for publication of the *Management Review*. SFM sends questionnaires to each State agency operating motor

vehicles, makes periodic on-site visits to the agencies and provides, on a continuing basis, guidance and assistance to agency representatives concerning fleet management policies and procedures.

The *Management Review* is divided into four sections. Administration, Operations, Maintenance and Current Developments. A status report for those areas of the State Fleet Management Program applicable to each section is included. Summary data regarding each State agency can be found at Appendix B, compliance levels at Appendix C and vehicle maintenance at Appendix I.

Compliance of agencies with the State Fleet Management Program can have a significant fiscal impact on the State. There are measures that SFM and responsible State agencies can take to increase efficiency with regard to the State fleet, and some of these measures are discussed in this *Review*. In addition, you will find that many of the recommendations are directed at State agencies. While SFM is responsible for developing and administering a comprehensive fleet management program, the agencies also have responsibility to place a higher priority on fleet management and to abide by the management policies, procedures, and principles of the program. Only through a cooperative effort by SFM and the agencies can the goal of achieving maximum cost-effective management of the State fleet be met.

SECTION I

ADMINISTRATION

Administrative requirements of the State Fleet Management Program include assignment of and commuting in State-owned vehicles and vehicle use/complaints. Each of these is addressed in this section.

ASSIGNMENT OF VEHICLES/COMMUTING

Agencies use State-owned vehicles in many ways. Some vehicles are permanently assigned to individuals for their exclusive use, while other vehicles are assigned to (daily trip) motor pools. Assignment type explanations follow:

Individual Assignment

An objective of the Motor Vehicle Management Act is to minimize individual assignment of State vehicles. The Budget and Control Board developed assignment criteria to determine when an individual assignment should be made. The criteria, established in 1982 through Administrative Regulation 19-603 (later changed to Budget and Control Board Policy Directives) are:

- (1) Travel requirements of an appropriate number of miles as determined by the Board;
- (2) Vehicles required for the individual use of the Governor and statewide elected officials;
- (3) Full-time line law enforcement officers;
- (4) Vehicles essential to the performance of official duties by individuals whose remote location or total official use are such that they preclude shared use;
- (5) Highly specialized vehicles and heavy equipment requiring training or technical skill; and
- (6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interest of the State.

In the FY94/95 Appropriations Act, the General Assembly passed the following as a proviso to the Annual Appropriations Act (later codified as an amendment to the Motor Vehicle Management Act).

SECTION 18

TO AMEND SECTION 1-11-270 OF THE 1976 CODE, RELATING TO THE DIVISION OF MOTOR VEHICLE MANAGEMENT ESTABLISHING CRITERIA FOR INDIVIDUAL ASSIGNMENT OF MOTOR VEHICLES, SO AS TO DEFINE THE CONDITIONS FOR WHICH A STATE-OWNED VEHICLE MAY BE ASSIGNED TO STATE EMPLOYEES.

Section 1-11-270 of the 1976 Code is amended to read:

“Section 1-11-270. (A) The board shall establish criteria for individual assignment of motor vehicles based on the functional requirements of the job, which shall reduce the assignment to situations clearly beneficial to the State. Only the Governor, statewide elected officials, and agency heads are provided a state-owned vehicle based on their position.

(B) Law enforcement officers, as defined by the agency head, may be permanently assigned state-owned vehicles by their respective agency head. Agency heads may assign a state-owned vehicle to an employee when the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee's job, and the employee is either in an emergency response capacity after normal working hours or for logistical reasons it is determined to be in the agency's interest for the vehicle to remain with the employee. No other employee may be permanently assigned a state-owned vehicle, unless the assignment is cost advantageous to the State under guidelines developed by the State Fleet Manager. Statewide elected officials, law enforcement officers, and those employees who have been assigned vehicles because they are in an emergency response capacity after normal working hours are exempt from reimbursing the State for commuting miles. Other employees operating a permanently assigned vehicle must reimburse the State for commuting between home and work.

(C) All persons, except the Governor and statewide elected officials, permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs must not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.”

This year, agencies reported 3239 permanently assigned vehicles (1822 law enforcement; 1417 other), an increase of 208 (6.8%) over those reported in FY96. Conversely, 1967 individuals were authorized to commute, a decrease of 51 (2.5%) from those reported in FY96.

Recommendation 1: Agency heads should periodically review individual vehicle assignments to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act, and are promptly reported to State Fleet Management in accordance with established procedures.

Motor Pool Assignment

The most inefficient use of a fleet vehicle generally occurs when it is assigned for the exclusive use of one individual. The most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY97, only 12%(2,456) of the State fleet was pooled as compared with 13% (2696) in FY96. At the same time, 16% of the fleet was permanently assigned to individuals. The remaining 72% of the fleet, while not assigned to one individual for exclusive use, may be reserved for the use of only one section, or two or more individuals, or may be restricted in use due to the task specific design of the vehicle. Appendix B shows the size of various agency motor pools.

Recommendation 2 State agencies should periodically reexamine the assignment of vehicles for the exclusive use of individuals and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicle.

VEHICLE USE/COMPLAINTS

The Motor Vehicle Management Act directs the Budget and Control Board to eliminate unofficial and unauthorized use of State vehicles. To accomplish this objective, the Board has issued directives regarding vehicle use, has provided examples of authorized and unauthorized use, and has developed a complaint process by which the public can submit complaints alleging misuse of State vehicles.

Figure I.A summarizes the complaints received by SFM from FY93 through FY97. As the graph indicates, there was a **decrease** in the number of complaints received this year when compared with FY95. Speeding complaints continue to dominate; **43%** of complaints received this year were alleged speeding violations.

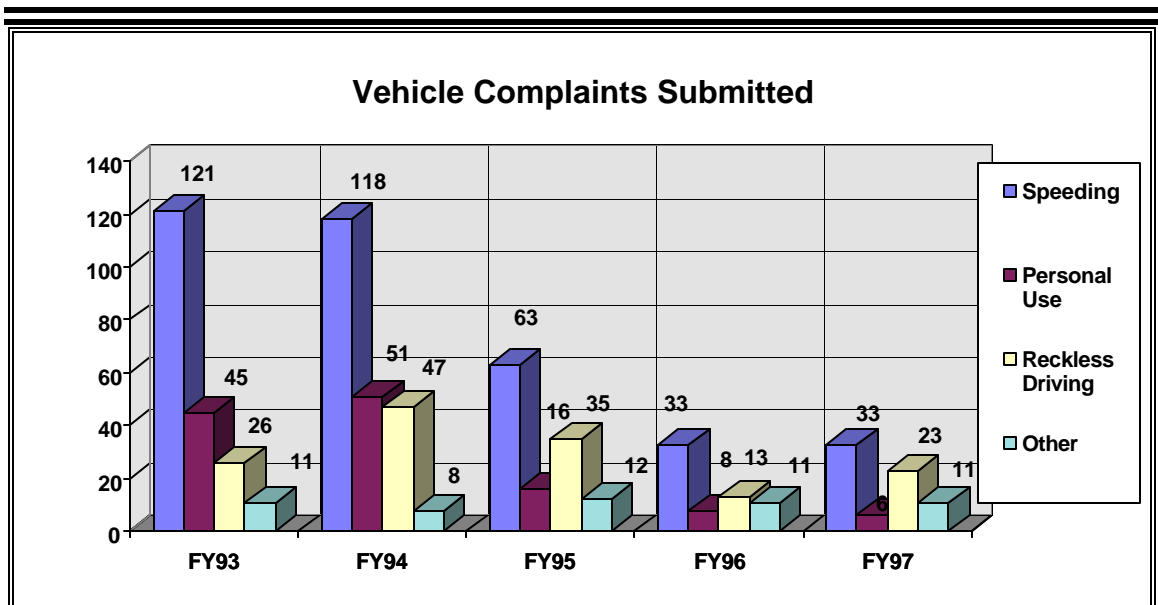


Figure I.A

When SFM receives an alleged complaint, it forwards a letter and a form detailing the complaint to the head of the agency responsible for the vehicle cited in the complaint. The letter requests the agency head to investigate the complaint and notify SFM in writing of the results of the investigation. While some agencies are diligent in their investigations, others seem to place little importance on complaints received. It is important that agencies fully investigate complaints. Observance of State vehicle operation may, at times, be the only gauge by which citizens judge the performance of their State workers. Disregard for laws and policies can only increase what is already often a negative public perception of State employees.

Recommendations:

- 3. Agencies should regularly emphasize to their employees the importance of abiding by all laws and directives concerning unauthorized and unofficial use when driving State vehicles.**
- 4. Agencies should fully investigate all alleged complaints received concerning their employees' driving habits, and should take appropriate corrective action when warranted.**

SECTION II

OPERATIONS

Operational requirements of the Act include the purchase, disposal, identification and operation of State vehicles, fleet safety, maintenance of the statewide vehicle inventory system and retention of titles for all State vehicles (except school buses and service vehicles owned by the Department of Education, and all SC DOT vehicles). Each of these areas is addressed in this section.

VEHICLE ACQUISITION

The Motor Vehicle Management Act prescribes the following requirements that affect the acquisition and disposal of State-owned vehicles.

- ❖ Sect. 1-11-220 “(a.) to achieve maximum cost effectiveness [sic] management of State-owned vehicles....”
- ❖ Sect. 1-11-220“(e.) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.”
- ❖ Sect. 1-11-310 “ The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated life-cycle costs.”

Purchasing Cycle/Procedures

Each year, the Office of General Services solicits bids from vehicle dealers for contracts on thirty-two different classes of motor vehicles. State

contracts are binding and are mandatory for all State agencies and optional for all political subdivisions (city, county and regional governments).

The cycle begins in August, when the State Vehicle Specifications Committee reviews existing specifications for each class of vehicles. All technical specifications, including optional equipment to be included on vehicles ordered, are reviewed and adjusted as necessary. Once technical specifications have been revised and approved by the Board, the Material Management Office distributes these, along with Invitations to Bid, to prospective vendors located throughout the State.

Bid invitations are received and evaluated in September with contracts awarded in early October. Contracts for large vehicles are awarded to those vendors who submit the lowest bid, within class. However, contracts for vans, light trucks, and sedans are awarded for those vehicles, within class, which have the lowest anticipated life-cycle costs.

Once contracts are awarded and published, eligible entities begin ordering new vehicles. Cities, counties and other eligible entities submit purchase orders directly to the appropriate vendors. State agencies, other than DOE, must submit purchase orders to State Fleet Management, which ensures that the orders are in compliance with applicable policies. SFM amends and/or approves the orders, and forwards them to the appropriate vendor. Several issues concerning vehicle acquisitions are discussed below.

Size of State Fleet

In FY 1997, the State fleet consisted of more than 20,000 vehicles (including school buses and service vehicles operated by the Department

of Education), with an acquisition value of over \$160 million. The number of vehicles in the State fleet decreased slightly between FY95 and FY97. (See Appendix F, (Analysis of Fleet Growth). In FY97, the State purchased 1,990 vehicles at an approximate cost of \$33 million, and disposed of 1725 vehicles. Individual agency vehicle purchases, categorized by source of funds, are shown at Appendix D.

Of a total of \$32,772,975 spent for vehicles in FY97, 39.8% (\$13,042,715) were State appropriated funds. The remaining 60.2% were either Federal Funds or other funds, or a combination of the two.

To discharge its legislative mandate to "...achieve maximum cost-effectiveness [sic] management of State-owned motor vehicles...", SFM has the responsibility of ensuring that State agencies have an adequate, but not excessive, number of vehicles in their respective fleets. Orders for new vehicles must be accompanied by a Request to Dispose of an existing State vehicle. This procedure was designed to preclude unwarranted fleet growth. Written justification must accompany orders for fleet additions. Acceptable justifications for additional vehicles include:

- ❖ Program growth
- ❖ New mission
- ❖ New employees

Additionally, agency directors are required to certify that the agency has no existing vehicles available to reassign to meet the new requirement. Vehicles designated for disposal must meet age/mileage criteria established by SFM (Appendix E).

Comment: Agencies should continue to carefully monitor their vehicle purchases to ensure that unwarranted fleet growth does not occur.

Composition of State Fleet

SFM has developed several policies and procedures designed to ensure that State agencies “...acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.” This legislative mandate implies that agencies should purchase smaller, more fuel efficient vehicles, as long as these vehicles can adequately perform their intended mission.

First in the acquisition process, EPA fuel mileage estimates, converted to a “Life Cycle” monetary figure, ensures that fuel efficient vehicles receive a weighted advantage. Vehicles with the lowest anticipated life cycle costs, within class, are purchased. Second, SFM has a long-standing policy that existing vehicles must be replaced with equal or smaller-size vehicles. Requests to increase the size of replacement vehicles must be fully justified by agency directors. However, in Model Year 1996 and 1997 an anomaly occurred whereby the total life-cycle cost of the intermediate sedan was less than that of the compact sedan. Accordingly, SFM advised agencies to purchase the intermediate sedan in lieu of the compact model.

In the Energy Conservation and Efficiency Act (ECEA) of 1992, the General Assembly mandated that the Standard Fleet Sedan/Station Wagon be a compact model, with the Special Fleet Sedan/Station Wagon to be an intermediate model. The Assembly expressly forbade the purchase of full-size sedans or station wagons for non-law enforcement use. Accordingly, SFM removed these types of vehicles from the State contract listing effective with the 1993 model vehicles. This action has

“down-sized” the agency non-law enforcement sedan/station wagon fleets over time. Appendix G shows, by agency, a detailed listing of the size/composition of the State sedan/station wagon fleet as of June 30, 1997. Close examination of this information reveals that several agencies still have a disproportionate number of full-size sedans/station wagons in their fleets.

Recommendation 5 Agencies should review their fleet composition, and should purchase replacement vehicles (when needed) having the lowest life-cycle costs, provided the vehicle can perform the job tasks required of it.

Optional Equipment

To ensure that State funds are not spent unnecessarily, the State Vehicle Specifications Committee annually reviews the equipment that should be bid as “standard” on the various classes of State vehicles. This equipment is recommended to the State Fleet Manager, who decides what should be included as standard on the vehicle. While this “standard equipment” varies widely between classes of vehicles, the following items are considered as “standard” on State-owned passenger-carrying vehicles:

- | | |
|---------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Tinted glass |
| <input type="checkbox"/> AM/FM stereo radio | <input type="checkbox"/> Rear window defogger |
| <input type="checkbox"/> Power brakes & steering | <input type="checkbox"/> Automatic transmission |
| <input type="checkbox"/> Power door locks | <input type="checkbox"/> Cruise control |
| <input type="checkbox"/> Intermittent windshield wipers | |

If the agency certifies that other optional equipment is required for the employee to accomplish his/her job, and submits appropriate

justification, this additional optional equipment may be paid for with agency funds. If the equipment is for the convenience of the employee, it may be approved, provided the employee pays for it in advance with personal funds.

While most agencies comply with the limitations placed on the purchase of optional equipment, some do not. The most frequently ordered additional equipment includes:

- ☐ Larger engines
- ☐ Power windows and seats
- ☐ Cassette players

Non-essential optional equipment purchases decreased from 307 items costing \$49,734 in FY 96, to 218 items, costing \$34,400 in FY97.

Recommendation 6 State agencies should continue to closely examine their optional vehicle equipment needs when ordering new vehicles. Only those optional equipment items necessary for the vehicle to perform its intended task should be ordered.

VEHICLE REPLACEMENT

SFM developed a fleet cycling policy (see State Vehicle Replacement Criteria at appendix E) which is designed to ensure that the State fleet is managed in the most cost-effective manner possible. Vehicle replacement criteria was reexamined in FY96, and a quantitative regression analysis showed that the life cycle of several classes of vehicles could be extended. This extension was affected by:

- ❖ Significant price increases for new vehicles
- ❖ Better agency preventive maintenance programs
- ❖ Improved quality of new vehicles

The cycling policy is flexible, and adherence to it is largely dependent on each agency's funding status in any given year. Also, if a vehicle is declared excess to State agency requirements, early disposal is an option.

FLEET OPERATIONS

The provision of fleet management expertise and advice to State agencies is one of the primary responsibilities of SFM. Several fleet operational areas are addressed below.

Vehicle Identification

One objective of the Motor Vehicle Management Act is to eliminate unofficial and unauthorized use of State vehicles. It is an axiom within the fleet management profession that one of the primary deterrents to unauthorized use is that vehicles be clearly marked as government property.

The Motor Vehicle Management Act provides that "...all State-owned motor vehicles [be] identified as such through the use of permanent State government license plates and either State or agency seal decals." The Act further provides that the following types of vehicles may be exempted from these identification requirements:

- ❖ Those vehicles operated by law enforcement officers engaged in undercover law enforcement work.
- ❖ Those vehicles carrying human service agency clients in those instances in which the privacy of the client would be clearly and necessarily impaired by identification of the vehicle.
- ❖ Those vehicles exempted by the Budget and Control Board.

SFM has established controls to ensure that only appropriate vehicles are exempted from the above identification requirements.

Agencies seeking exemption from the State government license plate requirement (and by definition from the State seal identification requirement) must complete SFM Form 1-79, which must be signed by the head of the requesting agency. Those exemptions sought under the law enforcement provision are reviewed by the Chief, State Law Enforcement Division (SLED), who recommends approval/disapproval to SFM. Those seeking exemption under the other two exemption provisions send their requests directly to SFM. In all cases, the State Fleet Manager, acting for the Board, makes the final decision concerning exemption from the SG license plate requirement.

There are cases in which the display of an SG plate is acceptable, but not display of a State or agency seal decal. These cases must fit one of the three exemption criteria described above. Agencies wishing to exempt vehicles from the seal identification requirement must complete SFM Form 7-84 and forward it directly to the State Fleet Manager for consideration. The vast majority of State-owned vehicles are marked with both the State government license plate and a State or agency seal decal. Of the 20,242 State vehicles reported in the 1997 Management Review questionnaires, 17,921 carried the SG license plate. Additionally, approximately 1600 Highway Patrol vehicles carry the new “HP” license plate.

The following table shows the most frequent justifications for non-SG (“Confidential”) plates and exemptions from the State or agency seal decal identification requirement:

IDENTIFICATION EXEMPTIONS

	Law		Human		
	Enforcement		Service	Other	Total
Confidential Tag	891	0		77	968
Seal Exemption	4		191		238
TOTALS	895		191	120	1,206

(SFM records as of Dec. 1997)

Table II.A

Total Identification Exemptions increased from 1171 in December, 1995 to 1206 in December, 1997.

Recommendation 7 State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified, and are in compliance with the Motor Vehicle Management Act.

Vehicle Utilization

An issue related to the assignment practices discussed in Section I is that of vehicle utilization. SFM estimates that effective utilization of a passenger- carrying vehicle occurs when a vehicle accrues 1,200 miles per month (14,400 miles per year). Mileage alone is only one indicator of the need for a vehicle. There are many cases where vehicles will not accrue many miles but are, nevertheless, necessary (an example is a university building utilities vehicle). However, mileage is a rough indicator of the need for a passenger-carrying vehicle.

In 1993, the Legislative Audit Council (LAC) found that:

“...329 (27%) of 1,198 permanently assigned vehicles we analyzed do not meet DMVM minimum annual mileage criteria for assignment.”

“...408 (15%) of 2,731 motor pool and office vehicles we analyzed do not meet DMVM annual mileage criteria.”¹

In response to this LAC finding, a statewide committee, chaired by State Fleet Management, developed utilization criteria (Appendix M) keyed to both mileage and frequency of use.

Recommendation 8 State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

STATE FLEET SAFETY PROGRAM

The State Fleet Safety Program was established in March 1987 to comply with Section 1-11-340 of the Motor Vehicle Management Act. The purpose of the program is to “**minimize the amount paid for rising insurance premiums and reduce the number of accidents involving State-owned vehicles.**” In February 1992, the Board approved two major new provisions that require law enforcement agencies to provide written guidelines and training programs regarding operation of emergency vehicles, and allow agencies more flexibility in imposing periods of suspension for repetitive “at fault” State vehicle accidents. The program contains five major provisions. The following is a summary of each of the provisions:

Quarterly Accident Summary Report

All agencies are required to submit quarterly Accident Summary Reports. Most agencies submit their reports as required. During the first two years of the program, the number of accidents reported rose over 10% each year. The large increases resulted primarily from improved reporting

¹ South Carolina Legislative Audit Council, A Review of State Government Motor Vehicle Resources, April 1993

requirements. Since 1990, the Accident Frequency Rate (number of accidents per one million miles) decreased from 7.81 in FY91 to 4.68 in FY97. It should be noted that the SC Fleet AFR has been substantially less than the national Fleet AFR since FY90. Individual agency accident data from FY97 is shown at Appendix J.

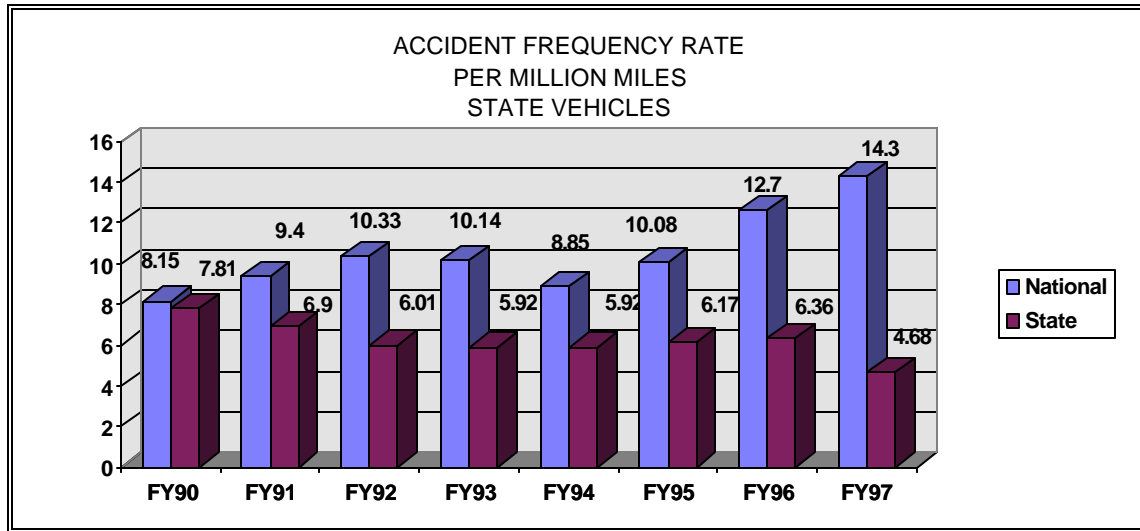


Figure I.B

Accident Review Boards

All agencies are required to operate an Accident Review Board (ARB). While most of the agencies have implemented an ARB of some type, the quality of reviews ranges from those which meet all the requirements of the Fleet Safety Program to informal ARBs composed of one or two employees who occasionally review accidents occurring in their agencies. Agencies' ARBs have the discretion to find drivers at fault and determine corrective actions to be taken in consideration of their own agency's environment. There are, therefore, variations between agencies in the imposition of penalties and recommended corrective actions.

The Budget and Control Board has issued guidelines regarding the responsibilities of an Agency Accident Review Board, as well as the

minimum corrective actions that are recommended to be taken under varying circumstances. Where agencies provide the maximum management support to the ARB process, the Fleet Safety Program is significantly enhanced.

Driver Selection and Screening

Approximately 65% of the agencies have established procedures to annually screen the Motor Vehicle Records of all agency employees who have occasion to drive State-owned vehicles. Many agencies are finding through the screening process that some employees are operating State vehicles without having a valid driver's license. The State has a responsibility to ensure that its drivers are licensed. Failing to keep unlicensed drivers from driving State vehicles puts the State at risk in the event of accidents involving those drivers.

Preventive and Remedial Driver Training

During the first three years of the Program, emphasis was placed on the 8-hour driver training course. However, the program provides for employees to participate in a 4-hour refresher course every three years once they have completed the initial 8-hour course. There should be a significant increase in the number of employees attending the 4-hour refresher course, however, this is not occurring. The lack of certified instructors and training resources in some agencies for the 4-hour refresher course appears to be the primary reason. Agencies which have their own instructors have kept pace with the need to train employees, while those without their own instructors have not. Several agencies' lacking the necessary in-house training assets have discussed ways to supplement their training programs. This is expected to lead to an increase in this training in future years.

Safe Driving Incentive Awards Program

The Fleet Safety Program provides for both employee safe driving awards and agency awards. The employee safe driving awards program has shown remarkable growth. The award was presented to 435 employees in 1986 as compared to over 2,000 in each of the last six years. The 2,548 employees who received awards for 1997 came from twenty-three agencies participating in the program. While participation is recommended, it is not required under the Fleet Safety Program. Obviously, as evidenced by the increase in recipients between 1986 and 1997, participation in this program is increasing.

Agency awards are given to the best large, medium and small-size agencies, as well as to the most improved agency. The awards are presented to those agencies that have been the most effective in administering the State Fleet Safety Program. Competition for the agency awards is increasing, especially among those agencies that are taking a proactive approach to vehicle safety. Winners of the awards this year were:

❖ Most Improved Agency	Governor's Office
❖ Best Large Agency	Department of Transportation
❖ Best Medium Agency	Department of Labor, Licensing, Regulation
❖ Best Small Agency	Deaf and Blind School

The State Fleet Safety Program has made significant progress toward achieving the established objectives and results in significant savings to the State. In FY 96/97, the National Fleet Accident Frequency Rate (AFR - number of accidents per million miles) was 14.3, whereas the state fleet AFR was 4.6. The state fleet traveled 175,519,000 miles during the fiscal year. Had it experienced the National AFR, the state would have had 2517 accidents. Actually, the state fleet was involved in only 821 accidents, an "avoidance" of 1696 accidents. At an average cost

of \$2000 per accident, this translates into a “cost avoidance” of \$3,392,000 for the fiscal year.

There are some areas, such as driver screening and accident review boards, where additional improvement will likely yield desirable results in some agencies. However, the program has proven effective in reducing accidents involving State-owned vehicles and in reducing the costs associated with vehicle accidents.

SECTION III

MAINTENANCE

Section 1-11-220 of the SC Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operation of State vehicle maintenance facilities. These statutory areas (rules and regulations) were established to include provisions for;

- ❖ Purchasing of supplies and parts;
- ❖ An effective inventory control system;
- ❖ A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle;
- ❖ Preventive maintenance programs for all types of vehicles;
- ❖ Cost-effective facility operations; and
- ❖ Shop Safety.

In response to the general requirement of Section 1-11-220, SFM developed several maintenance policies and procedures applicable to all agencies operating State vehicles, regardless of whether the agency had its own maintenance facility.

In June 1985, the General Assembly adopted regulations 19-630 through 19-633 (later adopted as Board Policy Directives) to ensure that agencies operating State vehicle maintenance facilities were complying with the minimum requirements of the Act. These regulations have now been adopted as SC Budget and Control Board Policy Directives Subarticle 2-1 through 2-4. These regulations directed the development of a manual for the operation and certification of all State vehicle maintenance facilities. SFM developed a manual and before publication, staffed it through agencies owning maintenance facilities. This manual is referred to as the “South Carolina Maintenance Facility Certification Program.”

COMPLIANCE REVIEW METHODS FOR MAINTENANCE

SFM reviews State agencies for maintenance compliance (maintenance of State vehicles and operation of State vehicle maintenance facilities) in one of two ways:

1. Agencies not operating maintenance facilities are reviewed during the annual Management Review process. SFM conducted this year’s review by questionnaire.
2. Agencies operating State vehicle maintenance facilities, which must also comply with the requirements of the “South Carolina Maintenance Facility Certification Program,” are scheduled for

review at various times throughout the fiscal year. The agencies are reviewed through one of the following methods.

On-site reviews for:

- A. All facilities that received a rating of **borderline satisfactory** or **unsatisfactory** the prior year.
- B. All other facilities not receiving a rating of **satisfactory** or **outstanding** for the last three years.
This will include any new facility.
- C. Other facilities where the shop supervisor has changed since the last on-site review.
- D. At least one third of the remaining facilities (randomly selected) will receive an on-site review each year.

Review via questionnaire for:

- Facilities not included in on-site reviews

Facilities which meet the requirements of the Program may continue operation. Certification can be withdrawn and action taken by the Board if a facility fails to meet program standards.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

During FY97, a total of 83 (98%) of the 87 facilities were re-certified. (See Figure III.A). SFM conducted 49 on-site reviews, with 38 facilities being certified via the questionnaires. There were no courtesy reviews

conducted. Appendix H shows the ratings attained during the on-site review for each facility. Four Department of Transportation facilities, Dorchester, Florence, Georgetown and Richland, were found unsatisfactory. SFM provided assistance to these facilities in order to correct problems on the reports so they may again meet standards. The framework of the review process is listed on page 21. Facilities certified through the questionnaire method are not rated in each area, however, if questionnaire responses indicate no significant changes in procedures since the last on-site review, a satisfactory rating is granted.

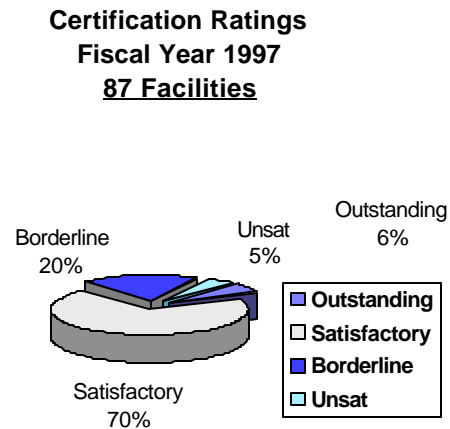


Figure III A

Five facilities, Clemson University Main Facility, Department of Transportation - Greenwood, Educational Television, and Department of Mental Health -Gregg Street and Crafts Farrow were awarded **Outstanding Maintenance Facility Certifications** during FY97. For a facility to receive an overall rating of outstanding (exceeds requirement), it must have received an on-site review with no prevalent discrepancies found. The facility must have detailed maintenance records indicating excellent audit trails, a clean and safe working environment, and the personnel must have shown a sense of pride in the performance of their mission.

Some of the most common problems found in each area during FY97 are listed as follows.

1. Work orders and record-keeping

- ❖ Shop Service Tickets were open up to three months in some maintenance shops. Service Orders/Shop Service Tickets (SO/SST) had inaccurate service descriptions (example: a service description read full service, but an oil filter and oil were not listed on the SO/SST as being placed on the vehicle).

- ❖ The maintenance facility did not perform a monthly close-out (DOT facilities).
- ❖ The diagnosis of the problem was omitted or incomplete on work orders.
- ❖ Incorrect mileage was being entered or no mileage was entered on the work order or Shop Service Ticket.
- ❖ Oil was excluded on Shop Service Tickets numerous times, when a PM service was performed.

2. **Inventory control**

- ❖ A fifteen percent and above error rate in the sample of parts selected during the review.
- ❖ Outdated or obsolete parts on hand.
- ❖ Parts were listed on Shop Service Tickets (DOT facilities) indicating that they were purchased on a particular Order Invoice Acknowledgment (OIA), but the OIA did not always list the indicated part.
- ❖ New oil and air filters found in the oil change bays or in technician tool boxes and personnel unaware of which equipment the parts should be placed on.
- ❖ A formal inventory, performed by a disinterested party, was not conducted at the end of the Fiscal Year.

3. **Purchasing of parts and supplies**

- ❖ Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to insure the State is being given the correct discounts on parts purchased.

4. **Preventive Maintenance**

- ❖ Preventive maintenance or lubrication services not performed within the agency's or manufacturer's guidelines (over 15% error rate is cause for failure in this area).

5. **Cost-effective facility operations**

- ❖ An exorbitant amount of labor being charged on work orders for work performed (i.e. replace battery-four hours).
- ❖ Calculations show that the total amount of dollars charged for labor on work orders for the Fiscal Year for work done on equipment may not cover the cost of operation or in some cases even the salaries and fringe of the technicians.

6. **Safety**

- ❖ Cluttered and dirty stockrooms and shops making them unsafe.
- ❖ Bench grinders or other power tools not properly adjusted or maintained.

Agencies Without Maintenance Facilities

In July, 1988, SFM notified all agencies owning vehicles that effective January 1, 1989, they were to implement and maintain cost per mile (CPM) data according to a published formula. The management review questionnaire for FY97 addressed the issue of maintenance cost per mile by type of vehicle. Some specific questions addressed were:

- ❖ time and mileage intervals for preventive maintenance and engine oil changes by type of vehicle;
- ❖ if current procedures incorporate a method by which previously applied parts or repairs could later be identified by component and type of vehicle;
- ❖ the current type of management information system and if it enabled the agency to maintain Maintenance Cost Per Mile (MCPM) by vehicle and by category of vehicle;
- ❖ actual funds expended for maintenance by vehicle type; and where vehicles were taken for maintenance and repair services.

Some agencies reported having their vehicles repaired and serviced commercially while others used their own maintenance facility. Agencies which do not service their vehicles in-house or do not own a shop should consider using the Commercial Vendor Repair Program (CVRP). This program not only saves money, but also provides a means to receive reimbursement or extended warranty from manufacturers. A full explanation of the benefits of the CVRP is contained later in this section.

Most agencies indicated in the FY97 Management Review Questionnaire that their maintenance and lubrication services were performed in accordance with the published guidelines. However, it is suggested that agencies review Appendix I and if necessary, revise their Preventive Maintenance (PM) schedules to coincide with the guidelines in this section.

All vehicle manufacturers recommend service intervals that will ensure the vehicle is serviced at a certain interval, either by months or mileage, whichever comes first. They usually will recommend one of two intervals, "Severe Service", or "Normal Service" based on the way the vehicle is operated, or conditions the vehicle is operated under. Over-maintaining a vehicle can be as expensive as under-maintaining and managers must be aware of the intervals and choose the one that will ensure that components are not wearing prematurely because of the lack of service.

A good interval for most state vehicles that are not operated under severe conditions (as published by manufacturers) is 5,000 miles or 6 months. Vehicles that are only used occasionally but are operated for at least one hour (engine run time) when they are used can safely have the time portion of the interval extended to one year. Contrary to what some oil sales people may say, the vehicle manufacturers have not approved extended oil changes just because synthetic oil is used.

The Preventive Maintenance (PM) interval, as published by SFM, for vehicles operated under normal conditions is currently 6 months or 5,000 miles, with a 10% factor that will allow the vehicle to be serviced at 5 1/2 to 6 1/2 months, and 4,500 to 5,500 miles. The State PM interval for police sedans is 3 months or 4,000 miles. As a minimum, during the PM, the engine oil and filter must be changed, the vehicle safety items checked, fluid levels replenished, belts and hoses inspected, and tires inspected and rotated if necessary. It is desirable to have a more in-depth inspection made at least once a year or at every 3rd service. This includes having the brake lining and/or pads inspected, tires rotated, and a general over-all check made on the vehicle in order to avoid costly future repairs.

Recommendation 9: Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

Many agencies reported that they are manually maintaining maintenance cost per mile data, however, to better identify specific parts or labor operations, (when inspecting manual systems) a thorough analysis of each invoice is required. After analyzing the questionnaires, it is apparent that very few agencies are still reporting inaccurately. Maintenance cost figures and preventive maintenance intervals reported by agencies are listed in Appendix I.

Section IV of this report discusses the development and implementation of the South Carolina Equipment Management Information System (SCEMIS). When completed, SCEMIS will be a universal program designed to accommodate all equipment, including non-license plated equipment. Many agencies are currently using SCEMIS and assisting with its total development. SCEMIS is basically complete for vehicles, although some modules are being improved. The Equipment portion is not complete at the time of this review. Statewide implementation of SCEMIS should help in eliminating agencies' non-compliance with the requirements of the State Vehicle Maintenance Program.

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements and parts and labor agreements with commercial vendors statewide. These agreements establish competitive prices for preventive maintenance services, repair parts, and labor, with commercial repair shops in each city having a concentration of State vehicles. In FY97, SFM had more than 500 vendors in South Carolina covering all 46 counties. Many counties are represented by

several vendors, making it more convenient for the vehicle operator to obtain repairs or service. SFM solicits bids from vendors statewide. When the vendors submit bids, they are rated based on their competitiveness. Bids that are not competitive are rejected, and the owner is notified so that he or she may bid the following year, if desired.

There are numerous examples showing how SFM has received refunds from the manufacturer for vehicle repairs that were outside the warranty period. In many instances, the manufacturer extended State vehicle warranties due in part to their policy of “*Good Will*,” and to some extent because of their desire to continue to do business with the State. Some invoices reviewed by SFM during requests for reimbursement from the original manufacturer indicate that many repairs may have been overcharged or were unnecessary. This is generally prevented when repairs are performed under the CVRP. The following is a list of services that may be beneficial to agencies:

1. Savings realized through knowledge of frequently changing warranties.
2. Ensuring repairs eligible for warranty are covered as “no charge”.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the facility with the best and most responsive price for the type repair or service needed.
5. Electronically capturing complete data on repairs by coding the type of repair directly into SCEMIS, allowing instant access to vehicle repair information.
6. Using repair history from SCEMIS to quickly approve/disapprove repairs.
7. Avoidance of administrative workload by agencies fully participating while still having easy access to fixed, operational, maintenance, and total cost per mile data.
8. Instant access statewide for vehicle operators travelling away from their home office through the CVRP toll free 800 number.

Most agencies have only a few of the same type vehicle, therefore inter-agency trends are often difficult to ascertain. By using the CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. Since FY91, SFM has offered participation in this program to other State agencies. The Program continues to grow and reduce vehicle maintenance costs. There are currently eighteen agencies participating in the Program and other agencies have expressed an interest in the CVRP.

In FY97 the CVRP saved the State over \$815,798.00 in maintenance cost for the 3347 vehicles supported. This did not include savings in the Accident Repair Program where another \$106,000.00 (20%) is estimated to have been saved.

Recommendation 10: Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

ACTUAL MAINTENANCE COST

For the past nine years, agencies owning maintenance facilities have reported the dollar amount shown for labor and parts charged on work orders, along with the cost of outside repairs. They also reported the number of personnel assigned to the maintenance area. Using the average salary published by the Office of Human Resource

Management (HRM) for classes assigned to each maintenance facility and an average fringe benefit of 27%, we can estimate the approximate cost of labor to the State. Using this data and other reported factors, we can determine the estimated total cost of State maintenance. Applying these values, the cost of maintaining and operating 90 maintenance facilities in support of 11,111 vehicles and 22,159 units of

**Annual Maintenance Expenditure
Per Item Supported**

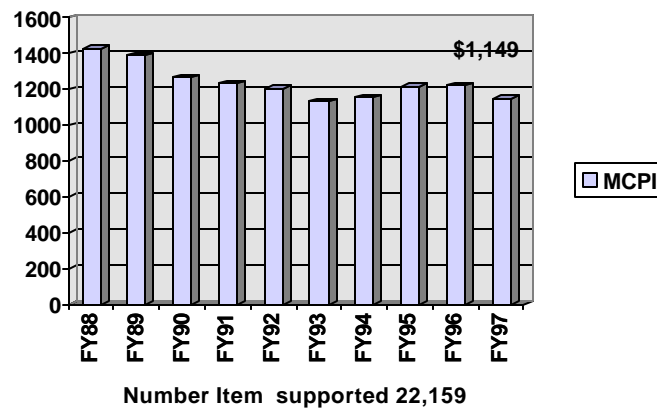


Figure II C

equipment in FY97 is estimated at \$25,458,992.00. Figure II.C shows a actual cost reduction per item supported of \$276.00 since FY88, or a true savings of \$6,115,884.00. This decrease is caused by many factors, but can be contributed primarily to better maintenance management, the statewide parts contract, and better equipment.

The CPI for transportation, (maintenance and repairs) has increased 36.2% since 1988. If the CPI increase were applied annually to the FY88 actual average cost of \$1,425 per item, the FY97 cost per item would have been \$1941.00, or \$792.00 higher than the current \$1149.00. By aggressively applying the standards of the State Vehicle Maintenance Program in support of 22,159 units of equipment during FY97, the cost avoidance was approximately \$17,550,000.

These facilities support many types of equipment other than vehicles. In fact, in FY97 only 50.14% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chain-saws to

bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles and the Certification Process looks at all equipment supported when performing a review.

As previously discussed, agencies have been required to account for the actual cost of maintaining their vehicles for several years. To accomplish this task, the actual labor rate must include all associated costs, including salaries of personnel assigned to maintenance, fringe benefits, overhead, and any supplies or tools not charged directly to the equipment. While calculating figures for this report, it became obvious that the amount charged for labor on work orders was about \$6.6 million less than the actual cost of salaries and fringe of personnel assigned. This indicates more agencies need to measure productivity, ensure work order time is being properly annotated and that labor rates are properly calculated and charged. This non-work order time leads to one or more of the following conclusions:

- ❖ The facilities are not properly charging for labor on work orders.
- ❖ There are too many technicians for the tasks to be performed.
- ❖ Personnel classified as technicians are used to perform other tasks.

Recommendation 11: Agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

SHOP PERFORMANCE MEASURES

The time required to perform specific repair tasks by a technician should be compared to a recognized flat rate standard. These flat rate standards (labor time guides), manuals and software are used extensively by the commercial market, and the customer is normally charged based on these standards. The three guides primarily used by non-dealer, after market repair garages are published by Chilton, Motors, and Mitchell. Only by applying flat rate standards and measuring productivity can a true picture of the number of technicians needed be determined. By applying these standards, agencies become aware of the following:

- ❖ Areas where technicians need additional training.
- ❖ The most cost-effective methods of repairs (to contract certain or all repairs to other sources).
- ❖ Whether shops or technicians are performing to acceptable standards.

The certification program manual (republished July, 1992) requires that facilities use flat rate hours when available. Agencies may use the actual hours in those instances where flat rate standards are not available. In most cases this will give management the necessary tools to gauge the technician's productivity based on a recognized standard.

Staffing levels should be established using some type of consistent methodology. Three methods were highlighted in the FY92 Management Review, with the Vehicle Equivalent Method (number of technicians based on the numbers, types, and difficulty factors of units in the fleet) being the recommended method. This method was developed by the United States Air Force after extensive data collection and time/motion studies were performed for each type of vehicle the Air Force operates. The Legislative Audit Council (LAC) used the vehicle equivalent method during the last motor vehicle resources review and this method was used during the consolidation study by the hired consultant.

By measuring productivity through the application of flat rate standards and by using the Vehicle Equivalent Method for staffing, the proper technician level can be established. Productivity can be measured and performance standards can be established for each class of technician. The State can develop performance standards for its State-owned maintenance facilities, which would be used to:

- ❖ increase productivity;
- ❖ evaluate technicians and maintenance facilities against defined objectives;
- ❖ provide feedback for self-evaluation;
- ❖ furnish management with the necessary information to make informed decisions;
- ❖ provide a method to establish an incentive or merit pay plan, or other methods to compensate the most efficient technicians;
- ❖ render basic standards for guiding, counseling or disciplining inefficient technicians; and
- ❖ provide a competitive tool to attract and retain quality automotive technicians.

Recommendation 12: Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

OTHER COST-SAVING EFFORTS

Areas discussed above are not the only efforts SFM undertakes to save money in the maintenance area. Other efforts include the following:

Technical Training Program

The Technical Training Program is designed to ensure that State technicians receive the latest technology training from vehicle, parts, and diagnostic equipment manufacturers. SFM assesses training needs annually, and makes the necessary training available, normally at no charge to the State unless the technician has to travel away from his/her work area. During FY97, 188 technicians received training through this program.

Also, as part of the program, over 1,000 service bulletins were analyzed and 248 bulletins were sent to state shop supervisors. Service bulletins from major American manufacturers are catalogued and maintained in SFM's Maintenance Section.

Negotiated Warranties and Reimbursements

When numerous failures occur to a specific component on a specific type vehicle, SFM declares this a trend and contacts the manufacturer for assistance and reimbursement. In most cases, SFM has been successful in obtaining reimbursement and assistance primarily because of the documentation it can generate in support of the requests. Most requests have been fully satisfied.

During FY97, SFM was successful in negotiating over \$61,000 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made after the original warranty had expired.

Special Assistance

SFM also provides special assistance to agencies on maintenance-related problems or needs pertaining to the maintenance area. This includes special investigations, repair information, or repair parts assistance, vehicle specifications, and any other needs the agencies may have. The SFM Central Maintenance Facility billed for 5,099 hours in direct labor in FY97.

SECTION IV

CURRENT DEVELOPMENTS

The Office of General Services, State Fleet Management (SFM) will be actively involved in the coming year in several initiatives to ensure compliance with existing or recently enacted legislation. Each project discussed below will significantly impact agencies statewide.

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM

(SCEMIS)

Section 1-11-300 of the S.C. Code of Laws requires agencies, in accordance with criteria established by the Budget and Control Board, to develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State. Several years ago, SFM researched the alternatives available to the State to satisfy this requirement. Options considered were public domain, third party and custom designed software. Review of these options led to an equipment management system designed by DOT (formerly the State's Department of Highways and Public Transportation - DHPT) which contained many of the components needed for the statewide system. DOT officials generously agreed to let SFM use their system as a base for the development of the South Carolina Equipment Management Information System, (SCEMIS). The Office of General Services contracted with the Budget and Control Board's Division of Financial Data Systems to modify and enhance the DOT system. Currently, the system is used by 186 individuals at 18 state agencies (Appendix N). Other modules will be modified or developed in the future for operational and administrative needs. Although SCEMIS is being designed primarily for the State's vehicle fleet, it will also enable agencies to track costs on other types of equipment.

SFM has notified all agencies to refrain from development or purchase of any vehicle management software programs until SCEMIS has been fully developed, as these systems would need to be modified, rewritten or discarded to meet the requirements of SCEMIS. Several options will be made available to agencies using existing vehicle management information systems to ensure compatibility with SCEMIS.

The addition of SCEMIS will be significant for fleet management in the State. For the first time, detailed information will be available on each State-owned vehicle. This data will enable managers to make informed decisions regarding their fleets and budget considerations. It will also enable SFM to more effectively monitor and manage State vehicles, and to provide prompt, informative responses to inquiries from the legislature, auditors, and the media.

Recommendations 13: Agencies not currently using SCEMIS or an approved alternative system, should become SCEMIS users.

ALTERNATIVE FUEL DEVELOPMENTS

In July of 1992, the South Carolina Energy Conservation and Efficiency Act (SCECEA) became law. This law contains several provisions affecting State fleet operations, including mandatory downsizing for the State fleet and a requirement that the State develop strategies to promote the use of alternative fuels by fleet operators (government and private) and the general public. This Act also tasked SFM with the responsibility of determining the feasibility of using alternative fuels to power State government vehicles. After enactment of the SCECEA, SFM secured a grant from the State Energy Office and placed several AFVs with state agencies. Early placement of these vehicles resulted in the state receiving 49 “credits” with the federal Department of Energy (Appendix L).

In 1992, the Federal Government passed the Energy Policy Act of 1992 (EPACT 92) which required a specified percentage of AFV purchases beginning in Model Year 1996 (later delayed until Model Year 1997). This percentage increases each year until, by Model Year 2001, 75% of state government light-duty “affected” vehicle purchases must be AFVs

State Fleet Management calculated the number of AFVs each state agency should purchase in Model Year 1997 (Appendix L), however, since the entire state fleet’s accumulated AFV credits exceeded the number of AFVs the state was required to purchase, no state agency was required to purchase AFVs in Model Year 1997. Model Year 1998 will be the first year agencies will be required to purchase AFVs under the provisions of EPACT 92.

Recommendations 14: Agencies should closely examine the AFV acquisition requirement of EPACT 92 and order the required number of AFVs in Model Year 1998.

OPTIMAL FUEL MANAGEMENT SYSTEM

The Office of General Services, State Fleet Management, formed an Optimal Fuel Management System Working Group (OFMSWG) to study and evaluate the management of the state’s vehicle fueling processes. The group decided to conduct a pilot program (Dec. 95 - Nov 96), to test three major fuel card systems. Representatives of each type of fuel system volunteered to show their capabilities during the testing phase. The testing systems and the participating vendors were:

- Commercial gas card - EXXON

- Limited non-brand specific gas card - FUELMAN
- Universal fleet gas card - PHH

The intent of the pilot program was to determine the attributes each card system had to offer. Currently, the state uses a universal fuel credit card for the purpose of allowing vehicle/equipment operators to access fuel, either through commercial or state fuel facilities. The state owns and operates over one hundred (100) of its own fuel facilities, and the majority of these facilities are maintained by the South Carolina Department of Transportation.

There are two major problems which exist in the current system. (1) The card reading equipment currently in use at fueling facilities owned by the state is obsolete and is experiencing a very high failure rate; and (2) the universal fuel credit card which is compatible with that equipment, cannot be read by “point-of-sale” equipment at any commercial facilities, and therefore, must be hand imprinted to effect such commercial purchases.

Approximately 90% of the fuel currently used by state vehicles and equipment is dispensed through state owned facilities. The price of the fuel and the costs associated with getting this fuel into use is a primary consideration for state agencies that use these facilities. However, due to the hours of operation of many state agencies and the areas in which they operate, the availability of fuel at various locations is an extremely important issue. In many cases it is not cost effective for an employee to divert long distances from their operating location simply to obtain fuel at a bulk price.

At the termination of the pilot program, several shortfalls and limiting factors were exposed, and the lessons learned will form the basis for issuance of a Request For Proposal (RFP) for a new fuel card. The intent of the SFM is to obtain services from the private sector which will resolve the limiting factors and

shortfalls currently in the state fueling system. Additionally, the RFP will structure the requirements in such a way that any governmental entity, state or local, can purchase fuel through this contract (any or all services offered which best meet their needs), thus making possible the future establishment of a South Carolina Governmental Fueling Network. The service and the use of these facilities, both public sector (governmental) and private sector (commercial), will be available to all governmental entities.

Finally, the most urgent element of the RFP will be to procure a replacement for DOT's current Tech 21 Fueling System with state of the art components and fuel system management services capable of efficiently supporting at least 56 state agencies in 46 counties.

Code of Laws of South Carolina 1976

§ 1-11-220. Division of Motor Vehicle Management; Fleet Management Program.

There is hereby established within the Budget and Control Board the Division of Motor Vehicle Management headed by a Director, hereafter referred to as the "State Fleet Manager", appointed by and reporting directly to the Budget and Control board, hereafter referred to as the Board. The Board shall develop a comprehensive state Fleet Management Program. The program shall address acquisition, assignment, identification, replacement, disposal, maintenance, and operation of motor vehicles.

The Budget and Control Board shall, through their policies and regulations, seek to achieve the following objectives:

- (a) to achieve maximum cost-effectiveness management of state-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions.
- (b) to eliminate unofficial and unauthorized use of state vehicles.
- (c) to minimize individual assignment of state vehicles.
- (d) to eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of state vehicles.
- (e) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.
- (f) to insure motor vehicles are operated in a safe manner in accordance with a statewide Fleet Safety Program.

HISTORY: 1978 Act No. 644 Part II §24(A); 1982 Act No. 429, § 1.

§ 1-11-230. Division of Motor Vehicle Management; Motor Vehicle Management Council.

In order to develop proposed regulations for a comprehensive Motor Vehicle Management System, to act in an advisory capacity concerning the operations of the Division of Motor Vehicle Management, and to hear appeals against the enforcement of regulations promulgated by the Budget and Control Board pursuant to §§ 1-11-220 through 1-11-330, there is hereby established a Motor Vehicle Management Council consisting of three members appointed by the Budget and Control Board, with the advice and consent of the Senate. Members shall serve terms of four years, except that of those first appointed, one shall serve two years, one shall serve three years, and one for a full term. Members shall be from the private sector and possess expertise in the field of motor vehicle management. In the event of a vacancy on the Council by reason of death, resignation, removal for cause or any other reason, the vacancy shall be filled in the manner of the original appointment for the unexpired term. Two members, present and voting, shall constitute a quorum for the conducting of Council business. Council members will meet not less than quarterly, and shall be allowed the regular per diem, mileage, and subsistence as provided by law for members of state boards and commissions.

HISTORY: 1978 Act No. 644 Part II § 24(B); 1982 Act No. 429, § 2.

§ 1-11-240. Division of Motor Vehicle Management; duties of Council; hearing procedure

The duties of the Council shall consist of the following:

- (a) To recommend to the Board those persons it finds qualified to act as State Fleet Manager. The Fleet Manager shall be chosen by, and shall serve the Board.
- (b) To study, and make recommendations to the Board concerning the methods and procedures necessary to achieve the objectives specified in paragraph (A).
- (c) To act as a hearing board, for the purpose of hearing and ruling on all disputes, complaints and any other grievances lodged against the promulgation, implementation and enforcement of regulations developed pursuant to this §§ 1-11-220 to 1-11-330.

The Council is authorized to establish a hearing procedure whereby complaints lodged against the promulgation, implementation and enforcement of regulations developed under this §§ 1-11-220 to 1-11-330 are disposed of in an equitable fashion.

The procedure shall provide that all grievances be submitted directly to the Council, and be disposed of with or without a hearing, at the Council's discretion. The procedure shall further provide that all complaints shall be acted upon within forty-five days, and that all decisions and findings will be reported to the affected parties within twenty days of the date complaints are considered by the Council.

The procedure shall also provide that all decisions of the Council shall be appealable to the board within ten days of notification of a final decision or finding. The Board shall act on an appeal within forty-five days of its filing, and shall conduct such action by means of a review of the case record developed by the Council, and shall, in extra-ordinary cases only, provide the party filing the complaint with a hearing *de novo*. The Board shall report its decision within thirty days of its consideration of the appeal.

HISTORY: 1978 Act No. 644 Part II § 24 (C).

§ 1-11-250. Division of Motor Vehicle Management; definitions.

For purposes of §§ 1-11-220 to 1-11-330:

- (a) "State agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (b) "Board" shall mean State Budget and Control Board.
- (c) "Council" shall mean the Motor Vehicle Management Council as established in § 1-11-230.

HISTORY: 1978 Act No. 644 Part II § 24(D).

§ 1-11-260. Division of Motor Vehicle Management; annual reports; policies, procedures and regulations.

The Fleet Manager and the Council shall report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in §§ 1-11-220 through 1-11-330 and include in the report a summary of the Division's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives.

The Board, after consultation with state agency heads, shall promulgate and enforce state policies, procedures, and regulations to achieve the goals of §§ 1-11-220 through 1-11-330 and shall recommend administrative penalties to be used by the agencies for violation of prescribed procedures and regulations relating to the Fleet Management Program.

HISTORY: 1978 Act No. 644 Part II § 24(E); 1982 Act No. 429, § 3.

§ 1-11-270. Division of Motor Vehicle Management; establishment of criteria for individual assignment of motor vehicles.

The Board shall establish criteria for individual assignment of motor vehicles based solely on the functional requirements of the job, which shall reduce such assignment to situations clearly beneficial to the State. Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs shall not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 4.

§ 1-11-280. Division of Motor Vehicle Management; interagency motor pools.

The Board shall develop a system of agency-managed and interagency motor pools which are, to the maximum extent possible, cost beneficial to the State. All motor pools shall operate according to regulations promulgated by the Budget and Control Board. Vehicles shall be placed in motor pools rather than being individually assigned except as specifically authorized by the Board in accordance with criteria established by the Board. The motor pool operated by the Division of General Services shall be transferred to the Division of Motor Vehicle Management. Agencies utilizing motor pool vehicles shall utilize trip log forms approved by the Board for each trip, specifying beginning and ending mileage and the job function performed.

The provisions of this section shall not apply to school buses and service vehicles.
HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 5.

§ 1-11-290. Division of Motor vehicle Management; plan for maximally cost-effective vehicle maintenance.

The Board, in consultation with the agencies operating maintenance facilities, shall study the cost-effectiveness of such facilities versus commercial alternatives and shall develop a plan for maximally cost-effective vehicle maintenance. The Budget and Control Board shall promulgate rules and regulations governing vehicle maintenance to effectuate the plan.

The State Vehicle Maintenance program shall include:

- (a) central purchasing of supplies and parts;
- (b) an effective inventory control system;
- (c) a uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- (d) preventive maintenance programs for all types of vehicles.

All motor fuels shall be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State.

All fuels, lubricants, parts and maintenance costs including those purchased from commercial vendors shall be charged to a state credit card bearing the license plate number of the vehicle serviced and the bill shall include the mileage on the odometer of the vehicle at the time of service.

HISTORY: 1978 Act No. 644 Part II § 24(H).

§ 1-11-300. Agencies to develop and implement uniform cost accounting and reporting system; purchase of motor vehicle equipment and supplies; use of credit cards; determination of vehicle cost per mile.

In accordance with criteria established by the Board, each agency shall develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State under their control. Agencies presently operating under existing systems may continue to do so provided that Board approval shall be required and that the existing systems shall be uniform with the criteria established by the Board. Beginning July 1, 1981, all routine expenditures on a vehicle including gasoline and oil shall be purchased from state-owned facilities and paid for by the use of Universal State Credit Cards except in unavoidable emergencies. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment that is not in the best interest of the State. The Board shall develop a uniform method to be used by the agencies to determine the cost per mile for each vehicle operated by the State.

HISTORY: 1978 Act No. 644 Part II § 24(I); 1982 Act No. 429, § 6.

§ 1-11-310. Division of Motor vehicle Management; acquisition and disposition of vehicles; titles.

The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated total life cycle costs. All state motor vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of the Division of Motor Vehicle Management pending sale or disposal of the vehicle.

Titles to school buses and service vehicles operated by the State Department of Education and vehicles operated by the South Carolina Department and Highways and Public Transportation shall be retained by those agencies.

HISTORY: 1978 Act No. 644 Part II § 24 (J).

§ 1-11-320. Division of Motor Vehicle Management; plates and other identification requirements; exemptions.

The Board shall ensure that all state-owned motor vehicles are identified as such through the use of permanent state-government license plates and either state or agency seal decals. No vehicles shall be exempt from the requirements for identification except those exempted by the Board.

This section shall not apply to vehicles supplied to law enforcement-officers when, in the opinion of the Board after consulting with the Chief of the State Law Enforcement Division, those officers are actually involved in undercover law enforcement work to the extent that the actual investigation of criminal cases or the investigators' physical well-being would be jeopardized if they were identified. The Board is authorized to exempt vehicles carrying human service agency clients in those instances in which the privacy of the client would clearly and necessarily be impaired.

HISTORY: 1978 Act No. 644 Part II § 24(K); 1982 Act No. 429 § 7.

§ 1-11-330 Division of Motor vehicle Management; State Department of Education vehicles exempted.

The provisions of §§ 1-11-220 to 1-11-330 shall not apply to school buses and service vehicles operated by the State Department of Education.

HISTORY: 1978 Act No. 644 Part II § 24 (N).

§ 1-11-340. Board to develop and implement statewide Fleet Safety Program.

The Board shall develop and implement a statewide Fleet Safety Program for operators of state-owned vehicles which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles. The Board shall promulgate rules and regulations requiring the establishment of an accident review board by each agency and mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.

HISTORY: 1982 Act No. 429, § 9.

§ 1-11-350. Audit by Legislative Audit Council.

The Legislative Audit Council shall audit compliance by the Division of Motor Vehicle Management and the agencies with this section every three years and publish its findings not later than April first each three-year period beginning April 1, 1982.

HISTORY: 1982 Act No. 429, § 8.

AGENCIES	TOTAL	TOTAL	TOTAL		PERMANENTLY ASSIGNED			NUMBER OF		NUMBER OF VEHICLES IDENTIFIED			TYPE GAS			TOTAL
	NUMBER OWNED	NUMBER LEASED	NUMBER VEHICLES	TRIP LOGGED	OTHER	LE	SUBMIT FORMS	EMPLOYEES COMMUTING	VEHICLES POOLED	WITH SG TAGS	WITHOUT SG TAGS	WITH DECALS	STATE	COMMER	TOTAL	NUMBER MILES
ADJUTANT GENERAL	30	3	0	30	1	0	yes	1	0	30	1	1	1,543	65	0	90,390
ADJUTANT GENERAL EMERG PREP	0	5	0	5	1	0	yes	1	4	5	0	4	3,049	567	0	71,867
AGRICULTURE DEPARTMENT	Unreported															
ALCOHOL & OTHER DRUG ABUSE	0	3	0	3	0	0		0	3	3	0	3	1,179	343	0	39,890
ARCHIVES AND HISTORY	6	1	0	7	0	0	N/A	0	7	7	0	7	3,321	483	0	95,597
ARTS COMMISSION	2	5	0	5	0	0		0	5	7	0	5	1,641	1,019	0	70,758
ATTORNEY GENERAL	0	7	0	3	4	0	yes	4		1	6	1	2,361	0		63,283
B&CB ADVIS COMM/INTER GOV REL	0	1	0	1	1	0	yes	1		1	0	1	no status	no status	0	24,601
B&CB INTERNAL OPS (IO)	0	3	0	3	0	0	N/A	0	0	3	0	3	991	252	N/A	26,145
B&CB LOCAL GOVERNMENT	0	2	0	2	1	0	yes	1	1	1	1	0	1,694	368	0	29,042
B&CB OFFICE HUMAN RES (OHR)	1	1	0	1	0	0	N/A	N/A	2	2	0	2	490	85	1	13,956
B&CB OGS EXEC MGT	69	6	0	75	6	0	yes	0	2	73	0	19	40,095	283	9	540,782
B&CB OGS SFM	Unavailable															
B&CB OIR	0	21	0	21	3	0	yes	0	2	21	0	21	11,712	1,195	0	226,379
B&CB RESH & STATS	10	2	0	2	0	0	N/A	N/A	3	12	0	10	9,158	188	2	159,555
B&CB RETIREMENT SYSTEM	0	4	0	4	3	0	yes		N/A	4	0	4	3,628	898	0	146,209
BABCOCK CENTER	113	39	28	39	180	0	no	0	N/A	39	141	39	40,225	196,022	2	2,958,855
BLIND COMMISSION	18	16	0	34	1	0	yes	0	9	34	0	33	28,443	2,227	0	578,566
CCIC	0	4	0	3	1	0	yes	1	3	4	0	0	2,059	530	N/A	69,788
CENTRAL MIDLANDS COUNCIL OF GOV	2	3	0	3	2	0	no	2	3	3	2	3	1,255	1,345	1	63,438
CIVIL AIR PATROL	Unreported															
COM DEPT - AERONAUTICS	22	0	0	0	0	0	N/A	0		22	0	0	0	118	3	115,191
COM DEPT - ADMINISTRATION	0	23	0	23	0	0			23	4	19	0	9,973	2,162	2	333,138
COMPTROLLER	0	2	0	2	1	N/A	yes	1	1	2	0	0	1,192	742	0	43,705
CONSUMER AFFAIRS	0	10	0	10	0	1	yes	1	9	4	6	4	5,001	719	0	166,887
CORRECTION DEPT.	967	8	0	0	62	40	yes	48	21	873	102	796	14,000	6,000	1	12,123,309
DEAF & BLIND SCHOOL	73	6	0	76	7	0	yes	0	24	75	0	75	4,414	5,604	0	751,928
DHEC	517	153	0	153	81	28	yes	88	538	647	23	644	278,657	29,524	0	9,536,000
DOT	3685	0	0	1840	344	1		179	320	3684	1	0	0	1,000	0	45,270,747
EDUCATION DEPARTMENT	6194	3		10					3	6397		535	3,724	3,612		754,014,702
ELECTION COMMISSION	3	0	0	3	0	0		0	3	3	0	3	870	51		15,352
EMPLOYMENT SECURITY COMM	17	0	0	16	1		yes	1	16	17	0	16	8,002		10	140,491
ETHICS COMMISSION	0	1	0	0	0	1	yes	1	0	0	1	0	766	186	0	22,652
ETV	69	0	0	68	27	0	yes	0	13	69	0	67	27,273	9,558	2	936,130
FORESTRY COMMISSION	333	1		1	222	4	yes	53	3	350	4	1	4,450	204,717	3	2,550,189
GOV'S SCHOOL OF ARTS	0	1	0	1	0	0	N/A	N/A	1	1	0	1	125	652	0	22,578
GOV'S SCHOOL OF SCI & MATH	4	2	0	6	1		yes	1	5	6		1	13	3,125	0	38,540
GOVERNOR'S OFFICE	5	25	0	25	0	0	yes	0	30	30	0	29	8,596	4,121	0	392,267
HEALTH & HUMAN SERVICES	246	77	0	245	1	0	yes	1	9	246	0	246	21,093	515,424	0	7,241,425
HIGHER ED. COMMISSION	0	1	0	1	1	0	yes	1	0	1	0	0	338	601	0	23,544
HOUSING AUTHORITY	0	19	0	19	0	0	no	0	19	19	0	19	7,556	1,199	0	284,376
HUMAN AFFAIRS	0	3	0	2	0	1		1	2	2	1	2	1,694	1,681	0	88,031
INSURANCE DEPT.	0	1		1	0	0		0	1	1	0	1	450	149	0	21,693
JOHN DE LA HOWE	21	0	0	21	0	0	yes	0	6	22	0	20	0	1,063	0	180,842
JUVENILE JUSTICE	140	56	0	195	3	3	yes	6	128	193	3	185	80,894	4,158	0	1,748,156
LABOR, LICENSING & REG.	23	67	3	92	45	2	yes	7	23	91	2	91	23,378	24,770		1,689,996
LIBRARY STATE	4	0	0	4	0	0		0	4	4	0	4	1,458	78	1	34,343
MENTAL HEALTH DEPT.	756	58	0	813	1	7	yes	8	576	801	13	801	107,536	120,888	0	6,491,193
MINORITY AFFAIRS	0	1	0	1	0	0	N/A	N/A		1	0	0	243	160	0	3,419
MUSEUM COMMISSION	1	2	0	2	0	0	N/A	0	0	3	0	3	1,278	844	0	57,103
NATURAL RESOURCE	705	11	0	410	178	306	yes	45	105	586	130	0	N/A	N/A	70	10,800,000

	TOTAL	TOTAL	TOTAL		PERMANENTLY ASSIGNED			NUMBER OF		NUMBER OF VEHICLES IDENTIFIED			TYPE GAS			TOTAL
	NUMBER OWNED	NUMBER LEASED	NUMBER VEHICLES		OTHER	LE		EMPLOYEES COMMUTING	VEHICLES POOLED	WITH SG TAGS	WITHOUT SG TAGS	WITH DECALS	STATE	COMMER	TOTAL	NUMBER MILES
AGENCIES	A1	A2	A3	B1	C1	C2	C4	C6	D2	F1	F2	F3	H1	H2	H3	I3
OPPORTUNITY SCHOOL (WIL LOU)	17	0	0	17	0	0		0	8	17	0	17	702	2,072	2	96,522
PATRIOTS POINT	2	0	0	0	0	0	yes	0	0	2	0	2	0	480	0	6,053
PROBATION, PAROLE & PARDON		111	0	111	0	0	yes	0	111	14	97	14	69,083	37,118	0	2,673,641
PRT	217	5	0	5	17	0	yes	3	2	219	3	5	5,021	141,943	29	2,284,914
PUBLIC SAFETY DEPARTMENT	1590	54	0	137	70	1041	yes	1111	27	331	1280	159	1,735,635	147,497	2	27,789,100
PUBLIC SERVICE COMMISSION	0	12	0	5	5	7	yes	0	0	12	0	5	13,272	1,911	0	298,768
REVENUE	0	19	0	7	0	12	yes	12	7	7	12	7	6,636	1,702	N/A	246,633
SCDDSN (CENTRAL OFFICE)	17	0	0	17	0	0		N/A	15	17	0	17	2,553	9,004	0	239,696
SCDDSN (COSTAL OFFICE)	56	0	0	56	0	0	N/A	0	0	56	0	56	0	25,961	0	508,307
SCDDSN(MIDLANDS)	73	0	0	73	0	0	7	0	7	73	0	73		160,932	0	498,810
SCDDSN (PEE DEE CENTER)	47	0	0	46	0	0	N/A	0	23	47	0	47	0	21,250	0	370,106
SCDDSN (WHITTEN CENTER)	79	0	0	79	79	0	no	0	20	79	0	79	0	751	0	593,007
SEA GRANT CONSORTIUM	0	2	0	2	N/A	N/A	N/A	0	2	2	0	0	40,490	45	0	19,440
SECOND INJURY FUND	?															
SECRETARY OF STATE	0	1	0	1	1	0	yes	1	0	0	1	1	130	965	N/A	25,260
SLED	449	0	0	3	6	355	no	361	0	8	441	2	188,341	159,290	367	8,443,184
SOCIAL SERVICES DEPT.	21	658	8	589	1	0	yes	0	39	578	11	567	242,857	124,875	0	8,719,282
SPRINGDALE RACE COURSE	4	0	0	0	0	0	no	0	0	4	0	2	0	?	0	?
STATE ACCIDENT FUND	3	3	0	3	1	0		1	2	3	0	3	1,551	186	0	44,502
TECH TRIDENT TECH COLLEGE	0	1	0	1	0	0	N/A	0		1		1	2,051	0	3	12,585
TECH-COMP EDUCATION	10	1	0	1	0	0	N/A	N/A	0	11	0	11	6,157	785	0	89,222
TECH-DENMARK TECH COLLEGE	13	2	0	10	3	1	yes	0	3	15	0	15	0	4,000	0	53,178
TECH-FLOR/DAR TECH COLLEGE	11	7	0	7	1	0		1	8	7	11	18	7,000	950	3	144,499
TECH-GREENVILLE TECH	0	1	0	1	0	0		0	1	1	0	1	201	118	0	9,755
TECH-LOW COUNTRY TECH COLL	5	8	0	8	0	0	N/A	0	9	12	1	12	3,534	781	0	146,233
TECH-SPARTANBURG TECH	No Vehicles															
TECH-ORANGEBURG TECH COLL	15	0	5	N/A	0	0	no	0	5	7	8	0	N/A	8,584	0	29,693
TECH-WILLIAM TECH COLLEGE	N/A	4	N/A	4	0	0	N/A	N/A	4	4	N/A	4	511	1,210	1	36,480
CITADAL	48	9	0	57	1	0	yes	0	19	57	0	53	3,417	8,393	8	209,183
U-CLEMSON UNIVERSITY	949	1	0	0	40	5	yes	13	84	945	5	926	108,274	105,050	170	5,865,

AGENCIES	TOTAL NUMBER VEHICLES	COMPLIANCE USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	COMPLIANCE	I.D. Requirements	COMPLIANCE	NON-COMPLIANCE
				MOTOR POOL POLICY (NOTE 5)		FLEET SAFETY PROGRAM	FLEET SAFETY PROGRAM
							(SEE NOTES)
ADJUTANT GENERAL	33	Y	Y	N/A	Y	N	2,3
ADJUTANT GENERAL EMERG PREP	5	Y	Y	Y	N/A	Y	
AGRICULTURE DEPARTMENT*	Unreported						
ALCOHOL & OTHER DRUG ABUSE	3	Y	Y	Y	N/A	Y	
ARCHIVES AND HISTORY	7	Y	N/A	Y	N/A	Y	
ARTS COMMISSION	7	Y	N/A	Y	N/A	Y	
ATTORNEY GENERAL	7	Y	Y	N/A	Y	N/A	
B&CB ADVIS COMM/INTER GOV REL	1	Y	Y	N/A	N/A	Y	
B&CB INTERNAL OPS (IO)	3	Y	N/A	Y	N/A	Y	
B&CB LOCAL GOVERNMENT	2	Y	Y	N/A	Y	Y	
B&CB OFFICE HUMAN RES (OHR)	2	Y	N/A	Y	N/A	Y	
B&CB OGS EXEC MGT	75	Y	Y	Y	N/A	Y	
B&CB OGS SFM	N/A						
B&CB OIR	21	Y	Y	Y	N/A	Y	
B&CB RESH & STATS	12	Y	Y	N	N/A	Y	
B&CB RETIREMENT SYSTEM	4	Y	Y	N/A	N/A	Y	
BABCOCK CENTER (DDSN)	152	Y	N/A	N/A	N/A	Y	
BLIND COMMISSION	34	Y	N	Y	N/A	Y	
CCIC	4	Y	Y	Y	Y	Y	
CENTRAL MIDLANDS REG.PLNING	5	Y	N	N	N/A	N	1,2,3,4
CIVIL AIR PATROL	Unreported						4
COM DEPT - AERONAUTICS	22	Y	N/A	Y	Y	N	1
COM DEPT - ADMINISTRATION	23	Y	N	N	Y	N	1,3
COMPTROLLER	2	Y	Y	N/A	N/A	N/A	
CONSUMER AFFAIRS	10	Y	Y	Y	Y	Y	
CORRECTION DEPT.	975	Y	Y	N	Y	Y	
DEAF & BLIND SCHOOL	79	Y	Y	Y	N/A	Y	
DHEC	670	Y	Y	Y	Y	Y	
DOT	3685	Y	Y	Y	Y	Y	
EDUCATION DEPARTMENT	6197	Y	Y	Y	N/A	Y	
ELECTION COMMISSION	3	Y	N/A	Y	N/A	N	1,2
EMPLOYMENT SECURITY COMM	17	Y	Y	Y	N/A	N	4
ETHICS COMMISSION	1	Y	Y	N/A	Y	N/A	
ETV	69	Y	Y	Y	N/A	Y	
FORESTRY COMMISSION	334	Y	Y	Y	Y	N	1,3
GOV'S SCHOOL OF ARTS	1	Y	N/A	Y	N/A	N	1,4
GOV'S SCHOOL OF SCI & MATH	6	N	Y	N/A	N/A	N	2,3,4
GOVERNOR'S OFFICE	30	Y	N/A	Y	N/A	N	

AGENCIES	TOTAL NUMBER VEHICLES	<u>COMPLIANCE</u> USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	<u>COMPLIANCE</u> MOTOR POOL POLICY (NOTE 5)	I.D. Requirements	<u>COMPLIANCE</u> FLEET SAFETY PROGRAM	<u>NON-COMPLIANCE</u> FLEET SAFETY PROGRAM
HEALTH & HUMAN SERVICES	323	Y	Y	Y	N/A	Y	
HIGHER ED. COMMISSION	1	Y	N	N/A	N/A	Y	
HOUSING AUTHORITY	19	Y	N/A	Y	N/A	Y	
HUMAN AFFAIRS	3	Y	Y	N	Y	N/A	
INSURANCE DEPT.	1	Y	N/A	Y	N/A	Y	
JOHN DE LA HOWE	21	Y	Y	Y	N/A	Y	
JUVENILE JUSTICE	196	Y	Y	Y	Y	Y	
LABOR, LICENSING & REG.	90	Y	Y	N/A	Y	N	1,2
LIBRARY STATE	4	Y	N/A	Y	N/A	Y	
MENTAL HEALTH DEPT.	814	Y	Y	Y	Y	Y	
MINORITY AFFAIRS	1	Y	N/A	N/A	N/A	N/A	
MUSEUM COMMISSION	3	Y	N/A	N/A	N/A	N	1,2,3,4
NATURAL RESOURCE	716	Y	Y	N	Y	Y	
OPPORTUNITY SCHOOL (WIL LOU)	17	Y	N/A	Y	N/A	Y	
PATRIOTS POINT	2	N	Y	N/A	N/A	N/A	
PROBATION, PAROLE & PARDON	111	Y	N/A	Y	Y	Y	
PRT	222	Y	Y	Y	Y	Y	
PUBLIC SAFETY DEPARTMENT	1644	Y	Y	N	Y	Y	
PUBLIC SERVICE COMMISSION	12	Y	Y	Y	N/A	Y	
REVENUE	19	Y	Y	Y	Y	N	1,3
SCDDSN (CENTRAL OFFICE)	17	Y	N/A	Y	N/A	Y	
SCDDSN (COASTAL CENTER)	56	Y	N/A	Y	N/A	Y	
SCDDSN (MIDLANDS CENTER)*	73	Y	N/A	Y	N/A	Y	
SCDDSN (PEE DEE CENTER)	47	Y	N/A	Y	N/A	Y	
SCDDSN (WHITTEN CENTER)*	79	Y	N/A	N	N/A	Y	
SEA GRANT CONSORTIUM	2	Y	N/A	Y	N/A	N/A	
SECRETARY OF STATE	1	Y	Y	N/A	Y	N/A	
SLED	449	Y	Y	N/A	Y	Y	
SOCIAL SERVICES DEPT.	679	Y	Y	Y	N	Y	
SPRINGDALE RACE COURSE	4	N	N/A	N/A	N/A	N	1,2,3,4
STATE ACCIDENT FUND	6	Y	Y	N	N/A	Y	
TECH TRIDENT TECH COLLEGE	1	Y	N/A	N/A	N/A	N/A	
TECH-COMP EDUCATION	11	Y	Y	N/A	N/A	N	3
TECH-DENMARK TECH COLLEGE	15	Y	N	N	N/A	N	2,3,4
TECH-FLOR/DAR TECH COLLEGE	18	Y	N	Y	N/A	N	1,2,3,4

AGENCIES	TOTAL NUMBER VEHICLES	COMPLIANCE USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	COMPLIANCE MOTOR POOL POLICY (NOTE 5)	I.D. Requirements	COMPLIANCE FLEET SAFETY PROGRAM	NON-COMPLIANCE FLEET SAFETY PROGRAM
TECH-GREENVILLE TECH	1	Y	Y	N	N/A	N	1,2,3,4
TECH-LOW COUNTRY TECH COLL	13	Y	N/A	Y	N/A	N	2,3,4
TECH-SPARTANBURG TECH COLL	NONE						1,2,3,4
TECH-ORANGEBURG TECH COLL	15	N	N/A	N	N/A	N	2,4
TECH-WILLIAM TECH COLLEGE	4	Y	N/A	N	N/A	N/A	
U-CITADEL	57	Y	Y	Y	N/A	Y	
U-CLEMSON UNIVERSITY	950	Y	Y	Y	Y	Y	
U-COASTAL CAROLINA UNI.	40	Y	N/A	Y	N/A	Y	
U-COLLEGE OF CHARLESTON	36	Y	Y	Y	N/A	Y	
U-FRANCIS MARION UNIV.	42	Y	N/A	Y	N/A	Y	
U-LANDER UNIVERSITY	24	N	Y	N	N/A	N	1,2,3,4
U-MEDICAL UNIVERSITY	119	Y	Y	N	Y	N	1
U-SCSU	106	Y	Y	N	N/A	N	2,3,4
U-WINTHROP UNIVERSITY	63	Y	Y	Y	N/A	Y	
USC	401	Y	Y	N	Y	Y	
VOCATIONAL REHABILITATION	183	Y	Y	N/A	N/A	Y	
WORKERS' COMP COMM.	10	Y	Y	Y	N/A	Y	
TOTALS	20,242						
Y = YES N = NO N/A = NOT APPLICABLE							

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
ADJUTANT GENERAL	7	\$18,835		\$69,838	\$88,673
ADJUTANT GENERAL EMERG PREP					\$0
AGRICULTURE DEPARTMENT	8	\$270,322	\$91,099		\$361,421
ALCOHOL & OTHER DRUG ABUSE					\$0
ARCHIVES AND HISTORY	1	\$14,621			\$14,621
ARTS COMMISSION					\$0
ATTORNEY GENERAL					\$0
B&CB ADVIS COMM/INTER GOV REL					\$0
B&CB INTERNAL OPS (IO)					\$0
B&CB LOCAL GOVERNMENT					\$0
B&CB OFFICE HUMAN RES (OHR)					\$0
B&CB OGS EXEC MGT					\$0
B&CB OGS SFM	337			\$4,847,870	\$4,847,870
B&CB OGS	16	\$130,285		\$307,553	\$437,838
B&CB RESH & STATS	2	\$52,888			\$52,888
B&CB RETIREMENT SYSTEM					\$0
BABCOCK CENTER					\$0
BLIND COMMISSION	1		\$22,575		\$22,575
CCIC					\$0
CENTRAL MIDLANDS REG.PLNING					\$0
CIVIL AIR PATROL					\$0
COM DEPT - AERONAUTICS					\$0
COM DEPT - ADMINISTRATION					\$0
COMPTROLLER					\$0
CONSUMER AFFAIRS					\$0
CORRECTION DEPT.	138	\$2,292,319		\$400,666	\$2,692,985
DEAF & BLIND SCHOOL					\$0
DHEC	67	\$67,973	\$345,292	\$686,243	\$1,099,508
DOT	281	\$5,900		\$5,982,159	\$5,988,059
EDUCATION DEPARTMENT					\$0
ELECTION COMMISSION	1	\$16,846			\$16,846
EMPLOYMENT SECURITY COMM					\$0
ETHICS COMMISSION					\$0
ETV	2	\$29,460			\$29,460
FORESTRY COMMISSION	65	\$1,485,700	\$61,065	\$101,802	\$1,648,567
GOV'S SCHOOL OF ARTS					\$0
GOV'S SCHOOL OF SCI & MATH					\$0
GOVERNOR'S OFFICE	13	\$519,350			\$519,350
HEALTH & HUMAN SERVICES	240	\$16,837		\$1,429,538	\$1,446,375
HIGHER ED. COMMISSION					\$0
HOUSING AUTHORITY					\$0
HUMAN AFFAIRS					\$0
INSURANCE DEPT.					\$0
JOHN DE LA HOWE	5	\$62,690			\$62,690
JUVENILE JUSTICE	17	\$134,614			\$134,614
LABOR, LICENSING & REG.	5	\$150,000		\$27,015	\$177,015
LIBRARY STATE					\$0
MENTAL HEALTH DEPT.	65	\$734,427		\$338,938	\$1,073,365
MINORITY AFFAIRS					\$0
MUSEUM COMMISSION					\$0
NATURAL RESOURCE	89	\$23,190		\$1,679,675	\$1,702,865
OPPORTUNITY SCHOOL (WIL LOU)	4	\$5,500		\$7,050	\$12,550
PATRIOTS POINT					\$0
PROBATION, PAROLE & PARDON					\$0
PRT					\$0
PUBLIC SAFETY DEPARTMENT	302	\$3,575,126		\$1,522,646	\$5,097,772
PUBLIC SERVICE COMMISSION					\$0
REVENUE & TAXATION					\$0
SCDDSN (CENTRAL OFFICE)	2	\$29,010			\$29,010
SCDDSN (COASTAL CENTER)	1			\$57,909	\$57,909

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
SCDDSN (MIDLANDS CENTER)	1			\$15,333	\$15,333
SCDDSN (PEE DEE CENTER)	2	\$27,868			\$27,868
SCDDSN (WHITTEN CENTER)	6	\$57,253		\$37,060	\$94,313
SEA GRANT CONSORTIUM					\$0
SECOND INJURY FUND					\$0
SECRETARY OF STATE					\$0
SLED	96	\$1,662,613		\$47	\$1,662,660
SOCIAL SERVICES DEPT.					\$0
SPRINGDALE RACE COURSE					\$0
STATE ACCIDENT FUND					\$0
TECH TRIDENT TECH COLLEGE					\$0
TECH-COMP EDUCATION	2	\$52,678			\$52,678
TECH-DENMARK TECH COLLEGE	3	\$56,678			\$56,678
TECH-FLOR/DAR TECH COLLEGE					\$0
TECH-GREENVILLE TECH COLLEGE					\$0
TECH-LOW COUNTRY TECH COLLEGE					\$0
TECH-SPARTANBURG TECH COLLEGE					\$0
TECH-ORANGEBURG TECH COLLEGE					\$0
TECH-WILLIAM TECH COLLEGE					\$0
U-CITADEL	2	\$36,922			\$36,922
U-CLEMSON UNIVERSITY	96	\$755,581	\$35,582	\$537,758	\$1,328,921
U-COASTAL CAROLINA UNI.	6	\$21,301		\$24,100	\$45,401
U-COLLEGE OF CHARLESTON	5	\$99,703			\$99,703
U-FRANCIS MARION UNIV.					\$0
U-LANDER UNIVERSITY	2			\$5,227	\$5,227
U-MEDICAL UNIVERSITY	13	\$198,973		\$7	\$198,980
U-SCSU	4	\$8,350	\$13,512	\$17,299	\$39,161
U-WINTHROP UNIVERSITY	3	\$20,675			\$20,675
USC	30	\$408,227			\$408,227
VOCATIONAL REHABILITATION	50		\$1,065,402		\$1,065,402
WORKERS' COMP COMM					\$0
TOTALS	1990	\$13,042,715	\$1,634,527	\$18,095,733	\$32,772,975

It is the intent and policy of the Budget and Control Board that the State achieve the maximum return on investment in its motor vehicle fleet. The following is replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the State. SFM may periodically notify agencies when vehicles have exceeded the maximum age criterion.

Vehicles may be sent for disposal before minimum criteria has been met based on the guidelines in Section II, Vehicle Replacement. The criteria for non passenger carrying vehicles and buses are a recommended guide. Agencies may apply their own criteria for these classes of vehicles however, if agency other criteria are used, agencies shall forward a copy of this document to SFM. The guidelines below should be applied to non passenger carrying vehicles and buses to the extent possible.

PASSENGER CARRYING VEHICLES

VEHICLE DESCRIPTION	MINIMUM MILEAGE	or	MINIMUM AGE	MAXIMUM AGE
Full-sized Sedans	100,000		6	8
Intermed., Compact, Subcompact Sedans	90,000		5	7
All Station Wagons	100,000		6	8
Full-sized Vans	120,000		7	9
Mini Vans	100,000		6	8
Sport/Util. Vehicles	100,000		6	8

NON-PASSENGER CARRYING VEHICLES

VEHICLE DESCRIPTION	MINIMUM MILEAGE	or	MINIMUM AGE	MAXIMUM AGE
Full-sized Police Sedans	100,000		4	6
All other Police Sedans	90,000		4	6
Trucks Below 10500 GVW	100,000		6	9
Trucks Over 10500 GVW	100,000		7	10
Bus (Other Than School)	120,000		9	12
Trucks, Tractor	130,000		13	16
Trailers/Semi Trailers	N/A		15	N/A
Bus, Road-Type Diesel	200,000		15	N/A
Scooter, 3 Wheel	12,000		3	5

AGENCIES	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY95-FY97)	
	FY95	FY96	FY97	QUANTITY	PERCENTAGE
ADJUTANT GENERAL	25	32	32	7	28%
ADJUTANT GENERAL EMERG PREP	5	5	5	0	0%
AGRICULTURE DEPARTMENT	39	40	43	4	10%
ALCOHOL & OTHER DRUG ABUSE	6	3	3	-3	-50%
ARCHIVES AND HISTORY	7	6	7	0	0%
ARTS COMMISSION	7	6	7	0	0%
ATTORNEY GENERAL	3	5	7	4	133%
B&C BD - DIV OF BUDGET	10	12	9	-1	-10%
B&C BD - DIV OF OPNS	119	125	137	18	15%
B&C BD - DIV OF RETIREMENT	4	4	4	0	0%
B&C BD - DIV OF REG DEV	2	3	4	2	100%
BABCOCK CENTER	20	25	37	17	85%
BLIND COMMISSION	29	31	36	7	24%
CCIC	4	4	4	0	0%
CENTRAL MIDLANDS REG.PLNING	5	3	3	-2	-40%
CIVIL AIR PATROL	12	13	13	1	8%
COM DEPT - AERONAUTICS	24	26	32	8	33%
COM DEPT - ADMINISTRATION	20	20	25	5	25%
COMPTROLLER	2	2	2	0	0%
CONSUMER AFFAIRS	9	10	9	0	0%
CORRECTION DEPT.	1022	1027	956	-66	-6%
DEAF & BLIND SCHOOL	75	75	80	5	7%
DHEC	646	721	712	66	10%
DOT	3733	4072	4071	338	9%
EDUCATION DEPARTMENT	6596	6591	4295	-2301	-35%
ELECTION COMMISSION	3	3	3	0	0%
EMPLOYMENT SECURITY COMM	17	23	24	7	41%
ETHICS COMMISSION	1	1	1	0	0%
ETV	67	68	70	3	4%
FORESTRY COMMISSION	331	494	433	102	31%
GOV'S SCHOOL OF ARTS	1	1	1	0	0%
GOV'S SCHOOL OF SCI & MATH	5	1	1	-4	-80%
GOVERNOR'S OFFICE	189	220	51	-138	-73%
HEALTH & HUMAN SERVICES	110	105	361	251	228%
HIGHER ED. COMMISSION	1	1	1	0	0%
HOUSING AUTHORITY	17	19	19	2	12%
HUMAN AFFAIRS	3	3	3	0	0%
INSURANCE DEPT.	1	1	1	0	0%
JOHN DE LA HOWE	20	20	21	1	5%
JUVENILE JUSTICE	183	191	198	15	8%
LABOR, LICENSING & REG.	80	107	120	40	50%
LIBRARY STATE	7	4	4	-3	-43%
MENTAL HEALTH DEPT.	770	787	810	40	5%
MINORITY AFFAIRS	1	1	1	0	0%
MUSEUM COMMISSION	3	3	3	0	0%
NATURAL RESOURCE	702	867	863	161	23%
OPPORTUNITY SCHOOL (WIL LOU)	14	15	17	3	21%
PATRIOTS POINT	1	3	3	2	200%
PROBATION, PAROLE & PARDON	84	104	167	83	99%
PRT	219	223	227	8	4%
PUBLIC SAFETY DEPT	1743	1829	1840	97	6%
PUBLIC SERVICE COMMISSION	31	12	13	-18	-58%
REVENUE & TAXATION	62	18	19	-43	-69%
SCDDSN (CENTRAL OFFICE)	278	287	314	36	13%
SCDDSN (COASTAL CENTER) (note 2)				0	
SCDDSN (MIDLANDS CENTER) (note 2)				0	
SCDDSN (PEE DEE CENTER) (note 2)				0	
SCDDSN (WHITTEN CENTER) (note 2)				0	
SEA GRANT CONSORTIUM	2	2	2	0	0%
SECRETARY OF STATE	1	1	1	0	0%
SLED	436	470	510	74	17%
SOCIAL SERVICES DEPT.	425	534	596	171	40%

AGENCIES	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY95-FY97)	
	FY95	FY96	FY97	QUANTITY	PERCENTAGE
SPRINGDALE RACE COURSE	3	3	3	0	0%
STATE ACCIDENT FUND	3	6	3	0	0%
TECH-COMP EDUCATION	10	62	64	54	540%
TECH-DENMARK TECH (note 1)	15	7	2	-13	-87%
TECH-FLOR/DAR TECH (note 1)	19	7	7	-12	-63%
TECH-GREENVILLE TECH (note 1)	12	1	1	-11	-92%
TECH-LOW COUNTRY TECH (note 1)	13	8	8	-5	-38%
TECH-SPARTANBURG TECH	2	2		-2	-100%
TECH-ORANGEBURG TECH (note 1)	10			-10	-100%
TECH-TRIDENT TECH (note 1)	1	1		-1	-100%
TECH-WILLIAM TECH (note 1)	2	1	4	2	100%
TREASURER'S OFFICE	0	0	1	1	100%
U-CITADEL	62	55	60	-2	-3%
U-CLEMSON UNIVERSITY	869	956	1039	170	20%
U-COASTAL CAROLINA UNI.	46	47	41	-5	-11%
U-COLLEGE OF CHARLESTON	35	37	39	4	11%
U-FRANCIS MARION UNIV.	42	44	43	1	2%
U-LANDER UNIVERSITY	30	23	25	-5	-17%
U-MEDICAL UNIVERSITY	121	123	129	8	7%
U-SCSU	65	65	80	15	23%
U-WINTHROP UNIVERSITY	66	63	67	1	2%
USC	367	390	392	25	7%
VOCATIONAL REHABILITATION	182	181	212	30	16%
WORKERS' COMP COMM	11	11	10	-1	-9%
TOTALS	20402	21434	19461	-757	-3.7%

AGENCIES	FULL-SIZE A4,A5,A6,C4	INTERMEDIATE A3,C3	COMPACT A2,C2	SUBCOMPACT A1	TOTAL
ADJUTANT GENERAL	0	0	0	0	0
ADJUTANT GENERAL EMERG PREP	0	0	0	0	0
AGRICULTURE DEPARTMENT	2	10	0	0	12
ALCOHOL & OTHER DRUG ABUSE	0	0	0	0	0
ARCHIVES AND HISTORY	1	2	1	0	4
ARTS COMMISSION	0	0	0	0	0
ATTORNEY GENERAL	0	0	0	0	0
B&CB ADVIS COMM/INTER GOV REL	0	0	0	0	0
B&CB INTERNAL OPS (IO)	0	0	0	0	0
B&CB LOCAL GOVERNMENT	0	0	0	0	0
B&CB OFFICE HUMAN RES (OHR)	0	0	1	0	1
B&CB OGS EXEC MGT	0	1	1	0	2
B&CB OGS SFM	10	543	568	52	1173
B&CB OIR	0	0	0	0	0
B&CB RESH & STATS	0	1	0	0	1
B&CB RETIREMENT SYSTEM	0	0	0	0	0
BABCOCK CENTER	0	0	0	0	0
BLIND COMMISSION	0	0	0	0	0
CCIC	0	0	0	0	0
CENTRAL MIDLANDS REG.PLNING	0	0	0	0	0
CIVIL AIR PATROL	0	0	0	0	0
COM DEPT-ADMIN & AERONAUTICS	0	2	0	0	2
COMPTROLLER	0	0	0	0	0
CONSUMER AFFAIRS	0	0	0	0	0
CORRECTION DEPT.	15	90	48	6	159
DEAF & BLIND SCHOOL	3	5	9	0	17
DHEC	7	211	24	9	251
DOT	16	211	154	0	381
EDUCATION DEPARTMENT	12	15	0	0	27
ELECTION COMMISSION	1	2	0	0	3
EMPLOYMENT SECURITY COMM	4	5	1	0	10
ETHICS COMMISSION	0	0	0	0	0
ETV	19	4	0	0	23
FORESTRY COMMISSION	0	1	0	0	1
GOV'S SCHOOL OF ARTS	0	0	0	0	0
GOV'S SCHOOL OF SCI & MATH	0	0	0	0	0
GOVERNOR'S OFFICE	0	3	4	0	7
HEALTH & HUMAN SERVICES	0	8	1	0	9
HIGHER ED. COMMISSION	0	0	0	0	0
HOUSING AUTHORITY	0	0	0	0	0
HUMAN AFFAIRS	0	0	0	0	0
INSURANCE DEPT.	0	0	0	0	0
JOHN DE LA HOWE	1	1	0	0	2
JUVENILE JUSTICE	4	33	22	0	59
LABOR, LICENSING & REG.	1	4	2	0	7
LIBRARY STATE	0	2	0	0	2
MENTAL HEALTH DEPT.	55	154	109	30	348
MINORITY AFFAIRS	0	0	0	0	0
MUSEUM COMMISSION	0	0	0	0	0
NATURAL RESOURCE	6	24	3	0	33
OPPORTUNITY SCHOOL (WIL LOU)	1	3	0	0	4
PATRIOTS POINT	0	0	0	0	0
PROBATION, PAROLE & PARDON	0	0	0	0	0
PRT	17	6	0	0	23
PUBLIC SAFETY DEPARTMENT	0	50	23	5	78
PUBLIC SERVICE COMMISSION	0	0	0	0	0
REVENUE & TAXATION	0	0	0	0	0
SCDDSN (5 Offices)	4	50	19	3	76
SEA GRANT CONSORTIUM	0	0	0	0	0
SECOND INJURY FUND	0	0	0	0	0
SECRETARY OF STATE	0	0	0	0	0
SLED	6	58	26	2	92

AGENCIES	FULL-SIZE A4,A5,A6,C4	INTERMEDIATE A3,C3	COMPACT A2,C2	SUBCOMPACT A1	TOTAL
SOCIAL SERVICES DEPT.	3	1	0	0	4
SPRINGDALE RACE COURSE	0	0	0	0	0
STATE ACCIDENT FUND	0	0	0	0	0
TECH TRIDENT TECH COLLEGE	0	0	0	0	0
TECH-COMP EDUCATION	6	4	2	0	12
TECH-DENMARK TECH COLLEGE	0	0	0	0	0
TECH-FLOR/DAR TECH COLLEGE	0	0	0	0	0
TECH-GREENVILLE TECH COLLEGE	0	0	0	0	0
TECH-LOW COUNTRY TECH COLL	0	0	0	0	0
TECH-SPARTANBURG TECH COLL	0	0	0	0	0
TECH-ORANGEBURG TECH COLL	0	0	0	0	0
TECH-WILLIAM TECH COLLEGE	0	0	0	0	0
U-CITADEL	3	1	1	0	5
U-CLEMSON UNIVERSITY	7	59	68	1	135
U-COASTAL CAROLINA UNI.	2	4	3	0	9
U-COLLEGE OF CHARLESTON	0	1	1	3	5
U-FRANCIS MARION UNIV.	3	3	0	0	6
U-LANDER UNIVERSITY	4	2	0	0	6
U-MEDICAL UNIVERSITY	3	6	5	0	14
U-SCSU	6	9	3	6	24
U-WINTHROP UNIVERSITY	1	4	2	0	7
USC	18	35	32	3	88
VOCATIONAL REHABILITATION	2	0	0	0	2
WORKERS' COMP COMM	0	0	0	0	0
TOTALS	243	1628	1133	120	3124

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
AERONAUTICS	ON-SITE	S	U	S	BS	BS	S	BS
CITADEL	ON-SITE	S	S	S	BS	S	S	S
CLEMSON								
-- CLEMSON MAIN	ON-SITE	S	NA	S	S	E	E	O
-- AG AND ENGR. DEPT	QUESTIONNAIRE							
-- FORESTRY RESOURCES	QUESTIONNAIRE							
-- SIMPSON STATION	ON-SITE	S	NA	S	S	S	S	S
-- EDISTO RES & ED CTR	QUESTIONNAIRE							
-- PEE DEE RESEARCH	QUESTIONNAIRE							
-- COASTAL RESEARCH	ON-SITE	S	S	S	S	S	S	S
-- SANDHILL RESEARCH	ON-SITE	S	NA	S	S	S	S	S
DEAF AND BLIND SCHOOL	QUESTIONNAIRE							
DEPT OF CORRECTIONS								
-- MAIN FACILITY (COLA)	ON-SITE	S	S	S	BS	U	S	BS
DHEC	QUESTIONNAIRE							
DEPARTMENT OF TRANS								
-- ABBEVILLE	ON-SITE	S	S	S	S	U	S	BS
-- AIKEN	QUESTIONNAIRE							
-- ALLENDALE	ON-SITE	S	S	S	S	BS	S	S
-- ANDERSON	ON-SITE	BS	S	S	S	BS	S	BS
-- BAMBERG	QUESTIONNAIRE							
-- BARNWELL	QUESTIONNAIRE							
-- BEAUFORT	ON-SITE	BS	S	S	S	U	S	BS
-- BERKELEY	ON-SITE	S	S	S	BS	U	S	BS
-- CALHOUN	QUESTIONNAIRE							
-- CHARLESTON	QUESTIONNAIRE							
-- CHARLESTON NORTH	ON-SITE	BS	S	S	S	BS	S	S
-- CHEROKEE	QUESTIONNAIRE							
-- CHESTER	ON-SITE	S	S	S	S	BS	S	S
-- CHESTERFIELD	QUESTIONNAIRE							
-- CLARENDON	QUESTIONNAIRE							
-- COLLETON	QUESTIONNAIRE							
-- DARLINGTON	ON-SITE	S	S	S	S	BS	S	S
-- DILLION	ON-SITE	S	S	S	BS	U	S	BS
-- DORCHESTER	ON-SITE	S	S	S	U	U	BS	U
-- DOT DEPOT	ON-SITE	S	S	S	S	S	S	S
-- EDGEFIELD	QUESTIONNAIRE							
-- FAIRFIELD	ON-SITE	BS	S	U	S	S	S	BS
-- FLORENCE	ON-SITE	BS	S	BS	U	U	S	U
-- GEORGETOWN	ON-SITE	BS	U	U	U	U	BS	U
-- GREENVILLE	QUESTIONNAIRE							
-- GREENWOOD	ON-SITE	S	E	E	S	S	S	O
-- HAMPTON	QUESTIONNAIRE							

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
-- HORRY	QUESTIONNAIRE							
-- JASPER	QUESTIONNAIRE							
-- KERSHAW	ON-SITE	BS	S	S	BS	U	S	BS
-- LANCASTER	QUESTIONNAIRE							
-- LAURENS	QUESTIONNAIRE							
-- LEE	QUESTIONNAIRE							
-- LEXINGTON	ON-SITE	S	S	S	S	S	S	S
-- MARION	QUESTIONNAIRE							
-- MARLBORO	QUESTIONNAIRE							
-- McCORMICK	QUESTIONNAIRE							
NEWBERRY	ON-SITE	S	S	S	S	S	S	S
-- OCONEE	ON-SITE	S	BS	S	S	S	S	S
-- ORANGEBURG	ON-SITE	S	S	S	S	S	S	S
-- ORANGEBURG - Holly Hill	QUESTIONNAIRE							
-- PICKENS	QUESTIONNAIRE							
-- RICHLAND	ON-SITE	U	U	U	U	U	U	U
-- SALUDA	ON-SITE	S	S	BS	S	U	S	BS
-- SPARTANBURG	ON-SITE	BS	S	S	S	U	S	BS
-- SUMTER	ON-SITE	S	S	S	S	S	S	S
-- UNION	ON-SITE	S	S	S	S	U	S	BS
-- WILLIAMSBURG	ON-SITE	S	S	S	S	BS	S	S
-- YORK - ROCK HILL	QUESTIONNAIRE							
-- YORK # 2 - YORK	ON-SITE	S	S	S	S	BS	S	S
EDUCATIONAL TV	ON-SITE	S	S	S	S	E	E	O
FORESTRY COMMISSION								
-- COLUMBIA	ON-SITE	S	NA	S	S	S	S	S
-- FLORENCE	QUESTIONNAIRE							
-- KINGSTREE	ON-SITE	S	S	S	S	S	S	S
-- MANCHESTER	ON-SITE	S	S	S	BS	S	S	S
-- NEWBERRY	ON-SITE	S	BS	S	S	U	S	BS
-- NEIDERHOF	QUESTIONNAIRE							
-- SANDHILL	QUESTIONNAIRE							
-- SPARTANBURG	ON-SITE	S	S	S	BS	S	S	S
-- TAYLOR	QUESTIONNAIRE							
-- WALTERBORO	ON-SITE	BS	BS	S	S	S	S	BS
FRANCIS MARION	QUESTIONNAIRE							
GENERAL SERVICES								
-- STATE FLEET MGMT	ON-SITE	S	S	S	S	BS	S	S
JOHN DE LA HOWE	ON-SITE	S	S	S	S	S	S	S
MENTAL HEALTH								
-- CRAFT FARROW	ON-SITE	S	NA	E	S	S	E	O
-- MAIN FACILITY	ON-SITE	S	NA	E	S	E	E	O
-- P.B. HARRIS HOSPITAL	QUESTIONNAIRE							
DEPT. DIS. & SP. NEEDS								

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
-- MIDLANDS CENTER	ON-SITE	S	S	S	BS	U	S	BS
-- COASTAL CENTER	ON-SITE	S	S	S	BS	U	S	BS
-- PEE DEE CENTER	QUESTIONNAIRE							
-- WHITTEN CENTER	QUESTIONNAIRE							
SLED	QUESTIONNAIRE							
USC	QUESTIONNAIRE							
NATURAL RESOURCES	ON-SITE	S	BS	S	BS	S	S	S

O = OUTSTANDING = EXCEEDS ESTABLISHED STANDARDS

S = SATISFACTORY MEETS ESTABLISHED STANDARDS.

BS = BORDERLINE SAT = FAILS TO FULLY MEET ESTABLISHED STANDARDS , BUT NOT TO THE POINT OF BEING UNSATISFACTORY.

U = UNSATISFACTORY. FAILS TO MEET ESTABLISHED STANDARDS. FACILITY MUST BE IMPROVED IMMEDIATELY OR POSSIBLE CLOSURE.

MAINTENANCE COST PER MILE
AS REPORTED BY AGENCIES (FY97)

AGENCIES	TOTAL				TOTAL MAINT COST	MCPM	****MAINTENANCE COST PER MILE BY TYPE VEHICLE****								SEE NOTES	PM INTERVALS	
	LEASED MILES	OWNED MILES	NUMBER MILES	FUEL GALLONS			MCPM SEDAN	MCPM POLICE	MCPM PICKUP	MCPM UTILITY	MCPM VANS	OVER 10000 GVW	MCPM OTHER	MONTHS		MILES	
ADJUTANT GENERAL	42,378	48,012	90,390	2,755	\$ 9,001	0.1875			\$0.120			\$0.137	\$0.073				
ADJUTANT GENERAL EMERG PREP	71,867	0	71,867	3,616	N/A												
AGRICULTURE DEPARTMENT			0	14,568										13	4	5,000	
ALCOHOL & OTHER DRUG ABUSE	39,890	0	39,890	1,522	N/A												
ARCHIVES AND HISTORY	17,481	78,116	95,597	3,804	\$ 1,806	0.0231	\$0.023				\$0.024				6	5,000	
ARTS COMMISSION	70,758	0	70,758	1,641	N/A												
ATTORNEY GENERAL	63,283	0	63,283	2,885	N/A												
B&CB ADVIS COMM/INTER GOV REL	24,601	0	24,601	Unk	N/A												
B&CB INTERNAL OPS (IO)	26,145	0	26,145	1,243	N/A												
B&CB LOCAL GOVERNMENT	29,042	0	29,042	2,062	N/A												
B&CB OFFICE HUMAN RES (OHR)	11,265	2,691	13,956	575	\$ 360	0.1338	\$0.134							1 & 10	6	7,000	
B&CB OGS EXEC MGT	79,217	461,565	540,782	40,095	\$ 7,345	0.0159			\$0.356		\$0.238	\$0.327					
B&CB OGS SFM			0											14			
B&CB OIR	226,379	0	226,379	12,907	N/A												
B&CB RESH & STATS	36,742	122,813	159,555	9,346	\$ 3,412	0.0278			\$0.005	\$0.025			\$0.041		3	5,000	
B&CB RETIREMENT SYSTEM	146,209	0	146,209	4	N/A												
BABCOCK CENTER	569,942	2,388,913	2,958,855	236,247	\$ 91,605	0.0383	Not available by type vehicle							1,4,10,12	1 to 6	20,000	
BLIND COMMISSION	193,336	385,230	578,566	30,670	\$ 19,449	0.0505			\$0.033		\$0.054				6	5,000	
CCIC	69,788	0	69,788	2,589	N/A												
CENTRAL MIDLANDS COUN. OF GOVT.	39,052	24,386	63,438	2,600	\$ 2,858	0.1172	\$0.120				\$0.022			1 & 10		5,000	
CIVIL AIR PATROL			0														
COM DEPT - AERONAUTICS	0	115,191	115,191	6,792	\$ 57,108	0.4958	\$0.031		\$0.046	\$0.055		\$1.394			6	5,000	
COM DEPT - ADMINISTRATION	333,138	0	333,138	12,135	N/A												
COMPTROLLER	43,705	0	43,705	1,934	N/A												
CONSUMER AFFAIRS	166,887	0	166,887	5,720	N/A												
CORRECTION DEPT.	123,309	12,000,000	12,123,309	1,116,654	\$ 913,980	0.0762	\$0.053	\$0.063	\$0.055	\$0.056	\$0.076	\$0.131			6	5,000	
DEAF & BLIND SCHOOL	139,638	612,290	751,928	70,811	\$ 69,077	0.1128	\$0.043		\$0.133	\$0.138	\$0.040	\$0.170			6	5,000	
DHEC	2,687,314	6,848,686	9,536,000	478,756	\$ 267,112	0.0390	DHEC had not completely implemented SCEMIS. Info should now be avail								6	4,000	
DOT	0	45,270,747	45,270,747	3,681,400	\$ 4,951,818	0.1094	\$0.038		\$0.063	\$0.053	\$0.050	\$0.182	\$4.601		6	5,000	
EDUCATION DEPARTMENT	0	75,414,702	75,414,702	11,692,595	\$ 4,477,426	0.0594	\$0.019		\$0.042			\$0.060			4	3,000	
ELECTION COMMISSION	0	15,352	15,352	921	\$ 1,614	0.1052	\$0.105							1 & 10		5,000	
EMPLOYMENT SECURITY COMM	0	140,491	140,491	8,002	\$ 4,726	0.0336	\$0.028				\$0.039	\$0.062			6	5,000	
ETHICS COMMISSION	22,652	0	23,604	952	N/A												
ETV	0	936,130	936,130	58,881	\$ 70,068	0.0748	\$0.070	\$0.069	\$0.066		\$76.496		\$0.328				
FORESTRY COMMISSION	10,331	2,539,858	2,550,189	228,101	\$ 242,703	0.0956	\$0.058		\$0.059	\$0.030	\$0.053	\$0.188			6	5,000	
GOV'S SCHOOL OF ARTS	22,578	0	22,578	1,277	N/A												
GOV'S SCHOOL OF SCI & MATH	16,790	21,750	38,540	3,138	\$ 2,655	0.1221	\$0.122							1 & 10	3	3,000	
GOVERNOR'S OFFICE	351,505	40,762	392,267	12,717	\$ 4,592	0.1126	\$0.128				\$0.126				6	5,000	
HEALTH & HUMAN SERVICES	1,574,289	5,667,136	7,241,425	536,517	\$ 468,936	0.0827					\$0.083				6	3/5,000	
HIGHER ED. COMMISSION	23,544	0	23,544	939	N/A												
HOUSING AUTHORITY	284,376	0	284,376	8,755	N/A												
HUMAN AFFAIRS	88,031	0	88,031	3,374	N/A												
INSURANCE DEPT.	21,693	0	21,693	598	N/A												
JOHN DE LA HOWE	0	180,842	180,842	13,988	\$ 15,834	0.0876	\$0.095		\$0.137		\$0.046	\$0.279			6	5,000	
JUVENILE JUSTICE	696,259	1,051,897	1,748,156	85,053	\$ 84,812	0.0806	Report could not be run from SCEMIS. Contact Hazel Merritt for info.								6	5,000	
LABOR, LICENSING & REG.	1,460,644	229,352	1,689,996	63,938	\$ 15,671	0.0683	\$0.060	\$0.070	\$0.070	\$0.070	\$0.070	\$0.070	\$0.070	1 & 10		3,000	
LIBRARY STATE	0	34,343	34,343	1,536	\$ 278	0.0081	\$0.008				\$0.008				6	5,000	
MENTAL HEALTH DEPT.	586,095	5,905,098	6,491,193	406,987	\$ 656,040	0.1111	\$0.081	\$0.188	\$0.154	\$0.429	\$0.124	\$0.296	\$0.892	7	3 & 12	5,000	

MAINTENANCE COST PER MILE
AS REPORTED BY AGENCIES (FY97)

AGENCIES	TOTAL				TOTAL MAINT COST	MCPM	****MAINTENANCE COST PER MILE BY TYPE VEHICLE****							SEE NOTES	PM INTERVALS	
	LEASED MILES	OWNED MILES	NUMBER MILES	FUEL GALLONS			MCPM SEDAN	MCPM POLICE	MCPM PICKUP	MCPM UTILITY	MCPM VANS	OVER 10000 GVW	MCPM OTHER		MONTHS	MILES
MINORITY AFFAIRS	3,419	0	3,419	403	N/A											
MUSEUM COMMISSION	53,486	3,617	57,103	2,122	\$ 1,000	0.2765				\$0.276				1,2,7,&10	6	3,000
NATURAL RESOURCE		10,800,000	10,800,000	Unkown	Unkown		Unkown	Unkown	Unkown	Unkown	Unkown	Unkown	Unkown		3	3,000
OPPORTUNITY SCHOOL (WIL LOU)	0	96,522	96,522	7,269	\$ 7,620	0.0789	\$0.038		\$0.104	\$0.440	\$0.017	\$1.887	\$0.024	10	6	set
PATRIOTS POINT	0	6,053	6,053	480	\$ 425	0.0702			\$0.110	\$0.056				Low Miles	6	1,500
PROBATION, PAROLE & PARDON	2,673,641	0	2,673,641	106,200	N/A											
PRT	56,548	2,228,366	2,284,914	146,993	\$ 147,511	0.0662	\$0.060		\$0.091	\$0.033	\$0.082	\$0.082		1 & 10		3,000
PUBLIC SAFETY DEPARTMENT	728,700	27,060,400	27,789,100	1,894,220	\$ 1,987,995	0.0735	As miles were not entered the actual MCPM by type was not available. Now available.								3 & 6	4&5,000
PUBLIC SERVICE COMMISSION	0	298,768	298,768	15,183	N/A											
REVENUE	246,633	0	246,633	8,338	N/A											
SCDDSN (CENTRAL OFFICE)	0	239,696	239,696	11,557	\$ 1,654	0.0069	\$0.004				\$0.028				6	5,000
SCDDSN (COASTAL CENTER)	0	508,307	508,307	25,961	\$ 51,485	0.1013	\$0.102		\$0.105		\$0.102	\$0.118			6	5,000
SCDDSN (MIDLANDS CENTER)	0	498,810	498,810	197,428	\$ 54,626	0.1095	\$0.051		\$0.182	\$0.117	\$0.108	\$0.283		Use SCEMIS	6	4,000
SCDDSN (PEE DEE CENTER)	0	370,106	370,106	21,250	\$ 12,165	0.0329	\$0.023		\$0.050		\$0.031	\$0.107			6	5,000
SCDDSN (WHITTEN CENTER)	0	593,007	593,007	36,467	\$ 35,389	0.0597	\$0.034	\$0.030	\$0.064	\$0.239	\$0.100	\$0.026	\$0.089		12	5,000
SEA GRANT CONSORTIUM	19,440	0	19,440	450	N/A											
SECOND INJURY FUND																
SECRETARY OF STATE	25,260	0	25,260	1,095	N/A											
SLD	0	8,443,184	8,443,184	768,281	\$ 273,045	0.0323	Cost report by type vehicle is available from SCEMIS								6	5,000
SOCIAL SERVICES DEPT.	8,604,500	114,782	8,719,282	367,732	\$ 16,873	0.1470	\$0.147				\$0.147				6	4,000
SPRINGDALE RACE COURSE	Agency submitted a blank report as far as miles, fuel, costs and etc.													10		
STATE ACCIDENT FUND	44,502	0	44,502	1,551	N/A											
TECH TRIDENT TECH COLLEGE	12,585	0	12,585	2,051	N/A										N/A	
TECH-COMP EDUCATION	5,884	83,338	89,222	6,942	\$ 7,307	0.0877	\$0.175		\$0.031		\$0.081	\$0.224			3	3,000
TECH-DENMARK TECH COLLEGE			0													
TECH-FLO/DAR TECH COLLEGE	104,766	39,733	144,499	7,950	\$ 7,602	0.1913	\$0.074		\$0.045		\$0.015		\$0.261	12	6	5,000
TECH-GREENVILLE TECH	9,755	0	9,755													
TECH-LOW COUNTRY TECH COLL	122,256	23,977	146,233	11,081	\$ 1,539	0.0642	\$0.035		\$0.142		\$0.116				6	5,000
TECH-SPARTANBURG TECH			0													
TECH-ORANGEBURG TECH COLL	0	29,693	29,693	8,584	\$ 2,002	0.0674	Shop is not certified as required. Contact SFM immediately at 803-737-1506							1,2,6,11	?	?
TECH-WILLIAMSBURG TECH COLLEGE	36,480	0	36,480	1,721												
U-CITADEL	118,402	90,781	209,183	29,501	\$ 26,951	0.2969									6	5,000
U-CLEMSON UNIVERSITY	2,137	5,863,829	5,865,966	372,859	\$ 354,901	0.0605	\$0.031	\$0.070	\$0.082	\$0.030	\$0.064	\$0.159	\$0.062		6	5,000
U-COASTAL CAROLINA UNI.	0	213,772	213,772	20,721	\$ 30,378	0.1421	\$0.115	\$0.171	\$0.188	\$0.129	\$0.118	\$0.936			6	5,000
U-COLLEGE OF CHARLESTON	0	374,493	374,493	26,552	\$ 22,815	0.0609	\$0.037		\$0.052		\$0.068	\$0.102		1 & 2	3	3,000
U-FRANCIS MARION UNIV.	0	346,622	346,622	20,047	\$ 23,461	\$ 0.068	\$0.031	\$0.022	\$0.258		\$0.065	\$0.065			6	3/5,000
U-LANDER UNIVERSITY	0	39,726	39,726	8,500	\$ 4,643	\$ 0.1169	\$0.251	\$0.000	\$0.473		\$0.112			1 & 2	3/4	3/3,500
U-MEDICAL UNIVERSITY	55,003	989,395	1,044,398	102,487	\$ 205,566	0.2078	\$0.127	\$0.075	\$0.177	\$0.352	\$0.096	\$0.531	\$0.174		6	5,000
U-SCSU	0	582,377	582,377	5,000	\$ 164,023	0.2816	\$0.275	\$0.275	\$0.275		\$0.315	\$0.315			6	3,000
U-WINTHROP UNIVERSITY	57,241	159,777	217,018	27,823	\$ 32,949	0.2062	\$0.067		\$0.187		\$0.233	\$0.523	\$0.142	1 & 10	6	
USC	0	2,428,167	2,428,167	181,388	\$ 311,618	0.1283	\$0.059	\$0.171	\$0.129	\$0.151	\$0.117	\$0.533	\$0.128		6	5,000
VOCATIONAL REHABILITATION	561,390	2,098,527	2,659,917	283,353	\$ 79,488	0.0379	AGENCY NOT ON BOARD CVRP FOR FULL YEAR							6	6	5,000
WORKERS' COMP COMM	158,923	0	158,923	5,365	N/A											
TOTALS	24,111,104	225,162,178	249,273,282	23,606,501	\$16,305,318											

MAINTENANCE COST PER MILE
AS REPORTED BY AGENCIES (FY97)

[illegible]

AGENCIES	FY95 ACCIDENTS	FY95 INJURIES	FY95 FATALITIES	FY96 ACCIDENTS	FY96 INJURIES	FY96 FATALITIES	FY97 ACCIDENTS	FY97 INJURIES	FY97 FATALITIES
ADJUTANT GENERAL	2	0	0	0	0	0	2	0	0
ADJUTANT GENERAL EMERG PREP									
AGRICULTURE DEPARTMENT	0	0	0	0	0	0	0	0	0
ALCOHOL & OTHER DRUG ABUSE	0	0	0	0	0	0	0	0	0
ARCHIVES AND HISTORY	0	0	0	0	0	0	1	0	0
ARTS COMMISSION	0	0	0	1	0	0	1	0	0
ATTORNEY GENERAL	0	0	0	0	0	0	0	0	0
B&CB ADVIS COMM/INTER GOV REL									
B&CB INTERNAL OPS (IO)									
B&CB LOCAL GOVERNMENT									
B&CB OFFICE HUMAN RES (OHR)									
B&CB OGS EXEC MGT	10	1	0	11	3	0	3	1	0
B&CB OGS SFM									
B&CB OIR									
B&CB RESH & STATS									
B&CB RETIREMENT SYSTEM									
BABCOCK CENTER	0	0	0	2	0	0	1	0	0
BLIND COMMISSION	0	0	0	1	0	0	0	0	0
CCIC	0	0	0	0	0	0	1	0	0
CENTRAL MIDLANDS REG.PLNING									
CIVIL AIR PATROL									
COM DEPT - AERONAUTICS									
COM DEPT - ADMINISTRATION	3	0	0	1	0	0	0	0	0
COMPTROLLER							0	0	0
CONSUMER AFFAIRS	0	0	0	0	0	0	0	0	0
CORRECTION DEPT.	71	36	0	54	6	0	60	16	0
DEAF & BLIND SCHOOL	6	4	0	4	0	0	4	0	0
DHEC	42	8	0	29	6	0	19	5	0
DOT	135	49	0	219	51	0	170	63	0
EDUCATION DEPARTMENT	12	0	0	5	0	0	0	0	0
ELECTION COMMISSION	0	0	0	0	0	0	0	0	0
EMPLOYMENT SECURITY COMM	3	0	0	0	0	0			
ETHICS COMMISSION									
ETV	6	0	0	2	0	0	3	0	0
FORESTRY COMMISSION	8	3	0	4	1	0	6	2	0
GOV'S SCHOOL OF ARTS									
GOV'S SCHOOL OF SCI & MATH									
GOVERNOR'S OFFICE	55	29	0	51	29	0	0	0	0

AGENCIES	FY95 ACCIDENTS	FY95 INJURIES	FY95 FATALITIES	FY96 ACCIDENTS	FY96 INJURIES	FY96 FATALITIES	FY97 ACCIDENTS	FY97 INJURIES	FY97 FATALITIES
TECH-WILLIAM TECH COLLEGE									
U-CITADEL	6	0	0	7	0	0	2	0	0
U-CLEMSON UNIVERSITY	33	4	0	30	0	0	12	2	0
U-COASTAL CAROLINA UNI.	2	1	0	2	0	0	1	0	0
U-COLLEGE OF CHARLESTON	0	0	0	2	0	0	3	0	0
U-FRANCIS MARION UNIV.	4	1	0	3	0	0	4	2	0
U-LANDER UNIVERSITY	0	0	0	1	0	0			
U-MEDICAL UNIVERSITY	0	0	0	17	0	2	27	6	0
U-SCSU	0	0	0	0	0	0			
U-WINTHROP UNIVERSITY	3	0	0	0	1	0	0	0	0
USC	30	0	0	15	0	0	9	0	0
VOCATIONAL REHABILITATION	12	10	0	9	12	0	3	12	0
WORKERS' COMP COMM	2	0	0	4	3	0	0	0	0
TOTALS	977	272	6	1041	231	10	821	269	4

NOTE: Shaded cells = no report submitted.

ENERGY POLICY ACT (EPAct)

YEAR	FEDERAL REQUIREMENTS	STATE REQUIREMENTS	FUEL PROVIDER REQUIREMENTS	MUNICIPAL PRIVATE REQUIREMENTS
1997	25%	10%	30%	
1998	33%	15%	50%	
1999	50%	25%	70%	
2000	75%	50%	90%	20%
2001	75%	75%	90%	20%

NOTE: THE ABOVE DATA DEPICTS PERCENT OF NEW
VEHICLE PURCHASED THAT MUST USE ALTERNATIVE FUEL.

Department of Energy

State Government Advisory (dtd. March 13, 1996)

In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.

*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.

* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.

*Allocation of credits to state government fleets and covered fuel providers for newly acquired medium and heavy duty alternative fueled vehicles if their acquisition requirements are exceeded.

**ALTERNATIVE FUEL VEHICLES
AGENCY PURCHASE REQUIREMENTS
MODEL YEAR 1997**

AGENCY	REQUIRED AFV PURCHASES	LESS CREDITS	# AFVS TO PURCHASE*	# AFVS PURCHASED
AGRICULTURE DEPT.	1	0	1	
B&C BD-OGS-SFM	12	6	6	5
CITADEL	1	0	1	
CLEMSON UNIV.	5	6	0	
CORRECTIONS DEPT.	6	0	6	
DHEC	3	16	0	1
DEPT. OF NATURAL RESOURCES	3	0	3	
DEPT. OF TRANSPORTATION	2	8	0	
GOVERNOR'S OFFICE	2	0	2	
JUVENILE JUSTICE DEPT.	1	0	1	
MENTAL HEALTH DEPT.	6	0	6	
MUSC	2	0	2	
PRT	1	0	1	
UNIV. OF SC	2	2	0	
YORK TECH. COLLEGE	0	11	0	
TOTALS	47	49	29	6

* Indicates # of AFVs agency required to purchase if considered separately.

However, since entire state fleet accumulated credits (49) exceeds total required AFV buy,
no agency was required to purchase AFVs in MY 1997.

APPENDIX M

STATE OF SOUTH CAROLINA

VEHICLE UTILIZATION CRITERIA

The following utilization criteria are established for the categories of vehicles indicated.

Special Purpose Vehicles

Definition: Special purpose vehicles are those designed or adapted for specialized use other than providing transportation for personnel, supplies, or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes marked and unmarked police vehicles; fire, ambulance and emergency vehicles; utility maintenance trucks, refuse trucks, and similar vehicles with specialized engine or mounted equipment designed for specified task accomplishment.

Utilization Criteria: No specific utilization criteria are set for special purpose vehicles. Instead, the need for these vehicles will be determined on a case-by-case basis, taking into consideration such factors as the purpose of the vehicle, the organization's mission, and statutory requirements for such vehicles.

General Purpose Vehicles

Definition: General purpose vehicles are vehicles designed for normal commercial or private ownership and use in transporting personnel and cargo.

Utilization Criteria:

The following utilization criteria are established for general purpose vehicles of 10,000 pounds Gross Vehicle Weight Rating (GVWR) or less:

Vehicles Within Their Life Cycle (As defined by State Fleet Management in the *State Motor Vehicle Management Manual* - extract attached). In order for these vehicles to be considered efficiently utilized, records must indicate that they satisfy either a minimum "mileage" utilization criteria or a minimum "frequency of use" criteria.

Mileage Utilization Criteria: Whenever a vehicle is reviewed to determine if it meets the mileage utilization criteria, the reviewer should examine the utilization of that vehicle over its entire life, up to the date of the review. This criteria is determined by dividing the expected lifetime mileage of a particular class of vehicle by the expected lifetime *maximum* age of that class (in months) (Appendix K - *Motor Vehicle Management Manual* - attached), then multiplying the result by the number of months the vehicle has been in service.

Example: A compact sedan which has been in service thirty-two months is reviewed for utilization. At the time of the review, the sedan has accrued 24,000 miles.

$$75,000 \text{ miles} / 72 \text{ months} = 1042 \times 32 \text{ months} = 33,344$$

During its time in service, the sedan should have accrued 33,344 miles; therefore, it *does not meet* the minimum mileage utilization criteria.

Frequency of Use Criteria: For all classes of vehicles, the vehicle must have been used an average of 75% of the State workdays during the twelve calendar months preceding the review.

Example: Same compact sedan, 24,000 accrued miles, used on 200 days during the last twelve calendar months.

$$260 \text{ annual workdays} \times .75 = 195 \text{ days}$$

Vehicle *meets* minimum “frequency of use” criteria.

Vehicles Beyond Their Expected Life Cycle: The retention of vehicles beyond their recommended life (in age or mileage) is discouraged, since these vehicles will inevitably lead to increased fleet maintenance costs. It is recognized, however, that some agencies’ budget constraints necessitate retention of older vehicles. Therefore, those vehicles must meet *either* of the following utilization criteria:

Frequency of Use Criteria: The vehicle must have been used an average of 50% of the State workdays during the last twelve calendar months preceding review.

Cost Benefit Criteria: The total current cost per mile (CPM) of retaining and operating the vehicle must not exceed the total average CPM of the same class of “within life cycle” vehicles. In the event it is necessary to repair these vehicles, the Economic Repair Criteria established by State Fleet Management applies, and agencies should follow the current announced procedures for using that criteria. The following types of vehicles are exempted from these utilization criteria:

- ❖ Special purpose vehicles (see preceding definition)
- ❖ Vehicles of more than 10,000 pounds GVWR.
- ❖ Vehicles assigned to law enforcement Officers
- ❖ Vehicles assigned to statewide elected State officials.
- ❖ Vehicles assigned to agency heads.
- ❖ Vehicles assigned to employees for emergency response purposes.

Exception: Agencies having vehicles which do not meet the utilization criteria established above may submit justification, by letter, to SFM, for retention of these vehicles. This justification should be sufficiently detailed to allow SFM to make an informed decision concerning the agency’s need for the vehicle.

SCEMIS USERS
As of September 25, 1998

<u>AGENCY</u>	<u>NUMBER OF USERS</u>
SLED	9
Surplus Property	8
Coastal Carolina	3
Francis Marion	2
USC	9
Medical University	1
ETV	7
Museum Commission	2
DHEC	13
Disabilities & Special Needs	23
Dept. of Public Safety	10
DSS	2
Commission for the Blind	2
Corrections	28
PPP	1
DJJ	2
Forestry	9
State Fleet Management	<u>55</u>
Total Users	186
Total Agencies	18